

Absence Request (Campus Parent)

Last Modified on 03/05/2025 2:00 pm CST

The Absence Request tool is part of the Campus Workflow Suite.

Portal: Campus Parent > More > Absence Request

Parents and guardians can use the Absence Request tool to submit a request that informs the office in advance when their student is not going to be in school. After the request is processed, Campus creates an attendance record for the student.

What can I do?

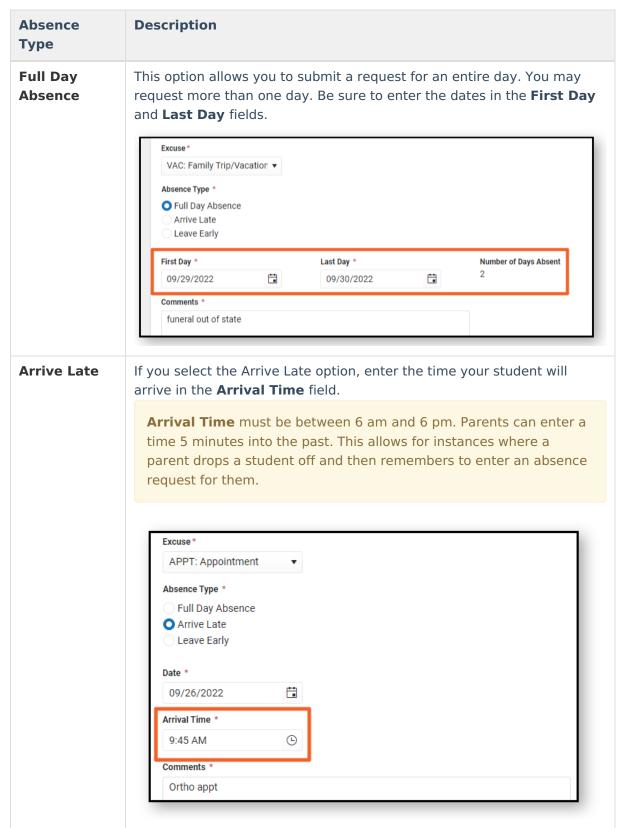
- Submit a New Absence Request
- View Requests
- Delete a Request

More Absence Requests		
Create Request		
If your student is not available in th	ne list, contact a school administrator.	
Select the students you wish to submit an a Mark Aagard (Grade: 12)	bsence request for	
Excuse (Required)		
Vacation •		
Absence Type (Required) Full Day Absence Arrive Late Leave Early 		
First Day (Required)	Last Day (Required)	Number of Days
10/31/2024	10/31/2024	1
Upload Document		
Select files	Drop files here to	select
Comments (Required)		
Submit View Requests		



Submit a New Absence Request

- 1. Mark the student for whom you are submitting the absence request.
- 2. Select the reason the student will be absent from the **Excuse** dropdown list.
- 3. Select the **Absence Type**.





Absence Type	Description
Leave Early	If you select the Leave Early option, enter the time your student will leave in the Departure Time field.
	Departure Time must be between 6 am and 6 pm. Parents can enter a time 5 minutes into the past. This allows for instances where a parent drops a student off and then remembers to enter an absence request for them. Excuse* APPT: Appointment Full Day Absence Attack
	Arrive Late Leave Early Date * 09/26/2022 Departure Time * 2:00 PM Comments * Ortho appt

- 4. Enter the date(s) for the absence.
- 5. Upload any optional/required documents. Only one document is allowed per request and it will be attached to every student in the request.
- 6. Enter **Comments** about the absence reason.

Comments are limited to 100 characters.

7. Click **Submit** when finished.

View Requests

To view all previously submitted absence requests for the student, click the **View Requests** button. The **Current Requests** displays details of existing requests and can be viewed by selecting the record.

current requests					
Last Name	First Name	Start Date ↑	End Date	Status	
T		▼ month/day	y/y 🛱 🔻 month/	day/y 🛱 🝸 🛛 All	•
Anderson	Shiloh	06/04/2019	06/07/2	019 Pending	
Anderson	Shiloh	06/10/2019	06/10/2	019 Approved	
Anderson	Shiloh	06/12/2019	06/12/2	019 Approved	

Delete a Request

To delete an unprocessed absence request, click the request on the Current Requests screen then click the **Delete Request** button.

Request Status Pending	Start Date Wednesday, Apr 27, 2022 - All Day	End Date Wednesday, Apr 27, 2022 - All Day
Comments Has a cold.	Submitted Time Apr 26, 2022, 2:50 PM	
	Pending Comments	Pending Wednesday, Apr 27, 2022 - All Day Comments Submitted Time