

# Absence Request (Campus Parent)

Last Modified on 04/26/2022 2:59 pm CDT

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

Select the students you wish to submit an absence request for

Wein C Zelee (Grade: 06)

Brenda A Zelee (Grade: 02)

Excuse \*

ILL: Illness ▼

Absence Type \*

Full Day Absence

Arrive Late

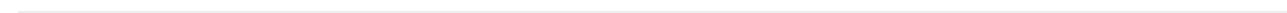
Leave Early

First Day \*

Last Day \*






Comments \*




*Portal Absence Request Tool Example*



# 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
<b>Full Day Absence</b>	<p>This option allows you to submit a request for an entire day. You may request more than one day. Be sure to enter the dates in the <b>First Day</b> and <b>Last Day</b> fields.</p> <div data-bbox="475 638 1295 929" style="border: 1px solid black; padding: 5px;"><p><b>Absence Type *</b></p><p><input checked="" type="radio"/> Full Day Absence <input type="radio"/> Arrive Late <input type="radio"/> Leave Early</p><hr/><p><b>First Day *</b> <input type="text" value="04/26/2022"/>  <b>Last Day *</b> <input type="text" value="04/26/2022"/> </p></div>
<b>Arrive Late</b>	<p>If you select the Arrive Late option, enter the time your student will arrive in the <b>Arrival Time</b> field.</p> <div data-bbox="475 1041 1423 1131" style="background-color: #fff9c4; padding: 5px;"><p><b>Arrival Time</b> must be between 6 am and 6 pm.</p></div> <div data-bbox="481 1169 1343 1568" style="border: 1px solid black; padding: 5px;"><p><b>Absence Type *</b></p><p><input type="radio"/> Full Day Absence <input checked="" type="radio"/> Arrive Late <input type="radio"/> Leave Early</p><hr/><p><b>First Day *</b> <input type="text" value="04/26/2022"/>  <b>Last Day *</b> <input type="text" value="04/26/2022"/> </p><p><b>Arrival time *</b> <input type="text" value="hour:minute AM"/> </p></div>

Absence Type	Description
<b>Leave Early</b>	<p>If you select the Arrive Late option, enter the time your student will arrive in the <b>Leave Time</b> field.</p> <p><b>Leave Time</b> must be between 6 am and 6 pm.</p> <div data-bbox="480 506 1300 896" style="border: 1px solid black; padding: 5px;"> <p><b>Absence Type *</b></p> <p><input type="radio"/> Full Day Absence</p> <p><input type="radio"/> Arrive Late</p> <p><input checked="" type="radio"/> Leave Early</p> <p><b>First Day *</b> <input type="text" value="04/27/2022"/> </p> <p><b>Last Day *</b> <input type="text" value="04/27/2022"/> </p> <p><b>Leave time *</b> <input type="text" value="hour:minute AM"/> </p> </div>

4. Enter a start and end date for the absence in the **First Day** and **Last Day** fields.
5. Enter **Comments** about the absence reason.

Comments are limited to 50 characters.

6. Click **Submit** when finished.

## View Requests

To view all previously submitted absence requests for the student, click the **View Requests**

[View Requests](#)

button. The **Current Requests** list screen displays details of existing requests can be viewed by selecting the record.

Current requests

Last Name	First Name	Start Date ↑	End Date	Status
		month/day/y... 📅	month/day/y... 📅	All ▼
Anderson	Shiloh	06/04/2019	06/07/2019	Pending
Anderson	Shiloh	06/10/2019	06/10/2019	Approved
Anderson	Shiloh	06/12/2019	06/12/2019	Approved

10 items per page 1 - 3 of 3 items

New Cancel

# Delete a Request

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

Absence Requests

Request Details

<b>Student Name</b> Colton Abegg	<b>Request Status</b> Pending	<b>Start Date</b> Wednesday, Apr 27, 2022 - All Day	<b>End Date</b> Wednesday, Apr 27, 2022 - All Day
<b>Excuse</b> ILL: Illness	<b>Comments</b> Has a cold.	<b>Submitted Time</b> Apr 26, 2022, 2:50 PM	

Back

Delete Request