

# Absence Request (Campus Parent)

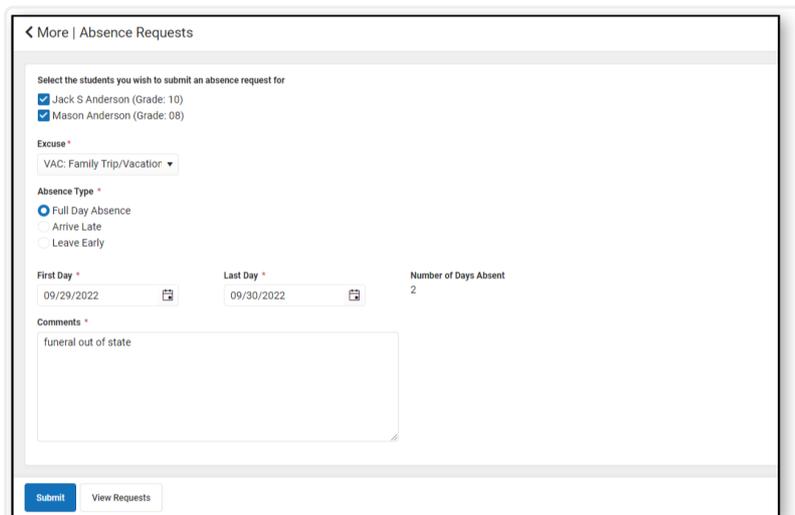
Last Modified on 02/13/2023 9:27 am CST

**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](#)



The screenshot shows the 'Absence Requests' form in the Campus Parent portal. The form is titled 'More | Absence Requests' and includes the following fields and options:

- Select the students you wish to submit an absence request for:**
  - Jack S Anderson (Grade: 10)
  - Mason Anderson (Grade: 08)
- Excuse \*:** A dropdown menu with the selected option 'VAC: Family Trip/Vacation'.
- Absence Type \*:** Radio buttons for 'Full Day Absence' (selected), 'Arrive Late', and 'Leave Early'.
- First Day \*:** A date field with a calendar icon, showing '09/29/2022'.
- Last Day \*:** A date field with a calendar icon, showing '09/30/2022'.
- Number of Days Absent:** A field showing the value '2'.
- Comments \*:** A text area containing the text 'funeral out of state'.

At the bottom of the form, there are two buttons: 'Submit' and 'View Requests'.

*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						
<p><b>Full Day Absence</b></p>	<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="483 443 1398 842" style="border: 1px solid black; padding: 10px;"> <p>Excuse *  <input type="text" value="VAC: Family Trip/Vacation"/></p> <p>Absence Type *  <input checked="" type="radio"/> Full Day Absence  <input type="radio"/> Arrive Late  <input type="radio"/> Leave Early</p> <table border="1" data-bbox="507 663 1347 757"> <thead> <tr> <th>First Day *</th> <th>Last Day *</th> <th>Number of Days Absent</th> </tr> </thead> <tbody> <tr> <td>09/29/2022</td> <td>09/30/2022</td> <td>2</td> </tr> </tbody> </table> <p>Comments *  <input type="text" value="funeral out of state"/></p> </div>	First Day *	Last Day *	Number of Days Absent	09/29/2022	09/30/2022	2
First Day *	Last Day *	Number of Days Absent					
09/29/2022	09/30/2022	2					
<p><b>Arrive Late</b></p>	<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="475 967 1423 1055" style="background-color: #fff9c4; padding: 5px; text-align: center;"> <p><b>Arrival Time</b> must be between 6 am and 6 pm.</p> </div> <div data-bbox="501 1113 1366 1653" style="border: 1px solid black; padding: 10px;"> <p>Excuse *  <input type="text" value="APPT: Appointment"/></p> <p>Absence Type *  <input type="radio"/> Full Day Absence  <input checked="" type="radio"/> Arrive Late  <input type="radio"/> Leave Early</p> <p>Date *  <input type="text" value="09/26/2022"/></p> <div data-bbox="512 1464 828 1572" style="border: 1px solid orange; padding: 5px;"> <p>Arrival Time *  <input type="text" value="9:45 AM"/></p> </div> <p>Comments *  <input type="text" value="Ortho appt"/></p> </div>						

Absence Type	Description
<p><b>Leave Early</b></p>	<p>If you select the Leave Early option, enter the time your student will leave in the <b>Departure Time</b> field.</p> <p><b>Departure Time</b> must be between 6 am and 6 pm.</p> <div data-bbox="486 524 1369 1070" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Excuse *</b>  <input type="text" value="APPT: Appointment"/></p> <p><b>Absence Type *</b>  <input type="radio"/> Full Day Absence  <input type="radio"/> Arrive Late  <input checked="" type="radio"/> Leave Early</p> <p><b>Date *</b>  <input type="text" value="09/26/2022"/></p> <p><b>Departure Time *</b>  <input type="text" value="2:00 PM"/></p> <p><b>Comments *</b>  <input type="text" value="Ortho appt"/></p> </div>

4. Enter the date(s) for the absence.
5. Enter **Comments** about the absence reason.

Comments are limited to 100 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** displays details of existing requests and can be viewed by selecting the record.

← More | Absence Requests

Current requests

Last Name	First Name	Start Date ↑	End Date	Status
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**