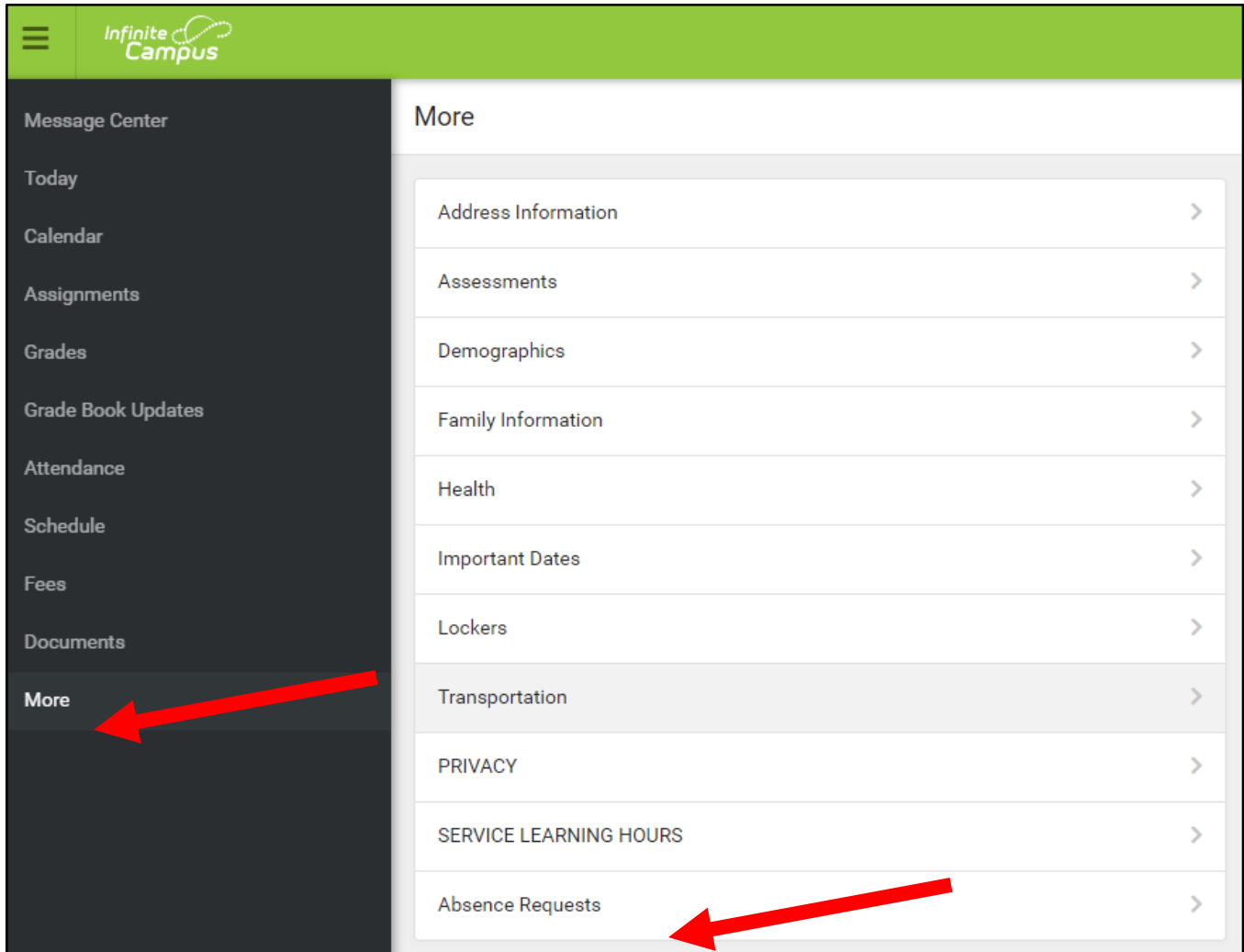


Student Absence Requests (Campus Parent)

Parents and guardians can now use the Absence Request tool in Campus Portal to submit an absence request for their student(s) to inform the school office in advance when their student is not going to be in school.

1. Please log in to your Campus Portal account
2. Under the left side bar, choose More
3. Choose Absence Requests



1. Select the name of your student(s) for who you are requesting an absence for (**Note: You may enter the request for multiple children at once**).
2. Select a reason the student will be absent from the **Excuse** dropdown.
3. Select the **Absence Type**. Additional fields display depending on the type selected.
4. Enter a start and end date for the absence in the **First Day** and **Last Day** fields.
5. Enter **Comments**
6. Click **Submit** when finished.



[← More](#) | Absence Requests

Select the students you wish to submit an absence request for

Jonathan Aagard
 Landen Carson

Excuse *
Sick: Sick ▼

Absence Type *
 Full Day Absence
 Arrive Late
 Leave Early

First Day * 02/12/2020  **Last Day *** 02/12/2020 



Comments *


If Arrive Late is selected, enter the Arrival Time before submitting.

Arrive Late

Absence Type *

Full Day Absence
 Arrive Late
 Leave Early



First Day *  **Last Day *** 


Arrival time * 

If Leave Early is selected, enter a **Leave time** before submitting.

Absence Type *

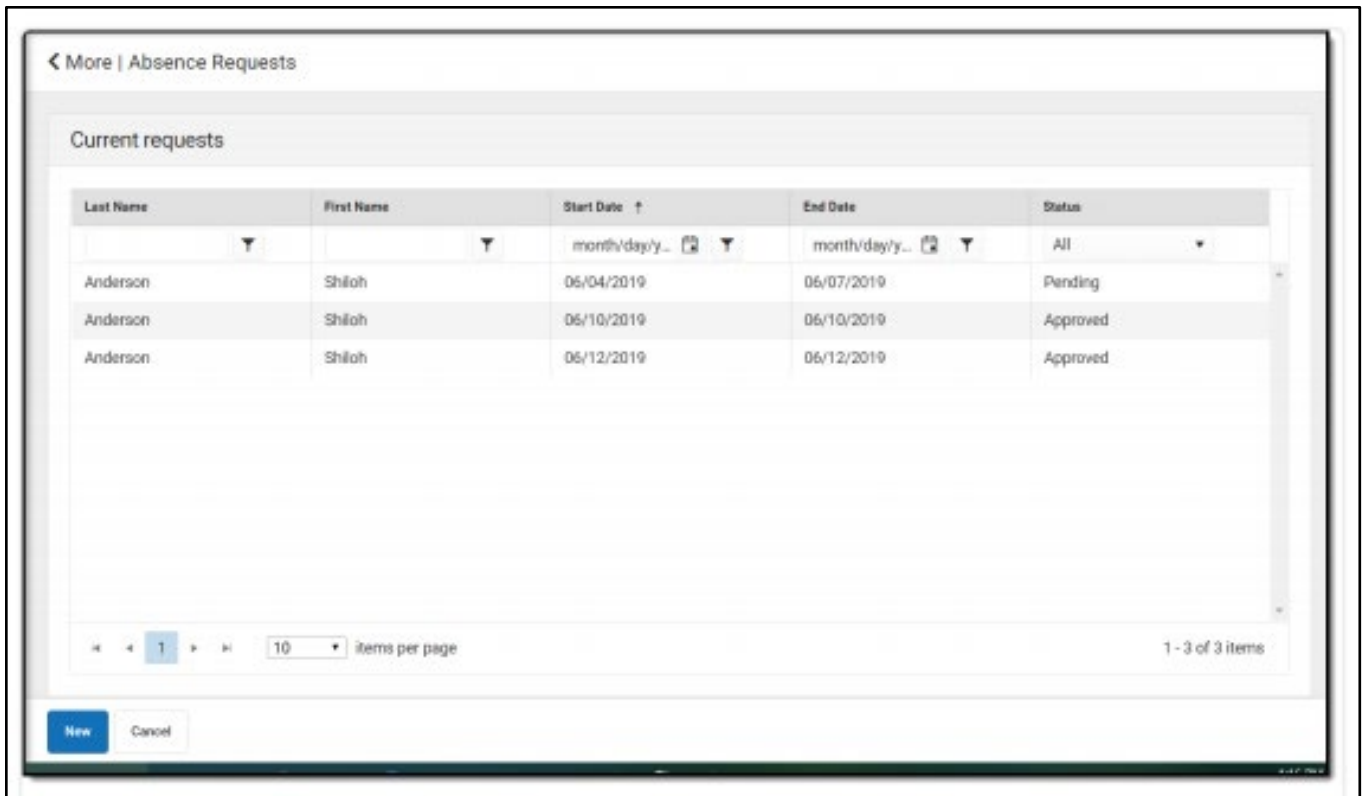
Full Day Absence
 Arrive Late
 Leave Early

First Day *  **Last Day *** 

Leave time * 

View Historical Requests

To view previously submitted absence requests for your student, click the View Requests button. On the next screen, details of existing requests can be viewed by selecting the record or a new request can also be created by clicking the New button.

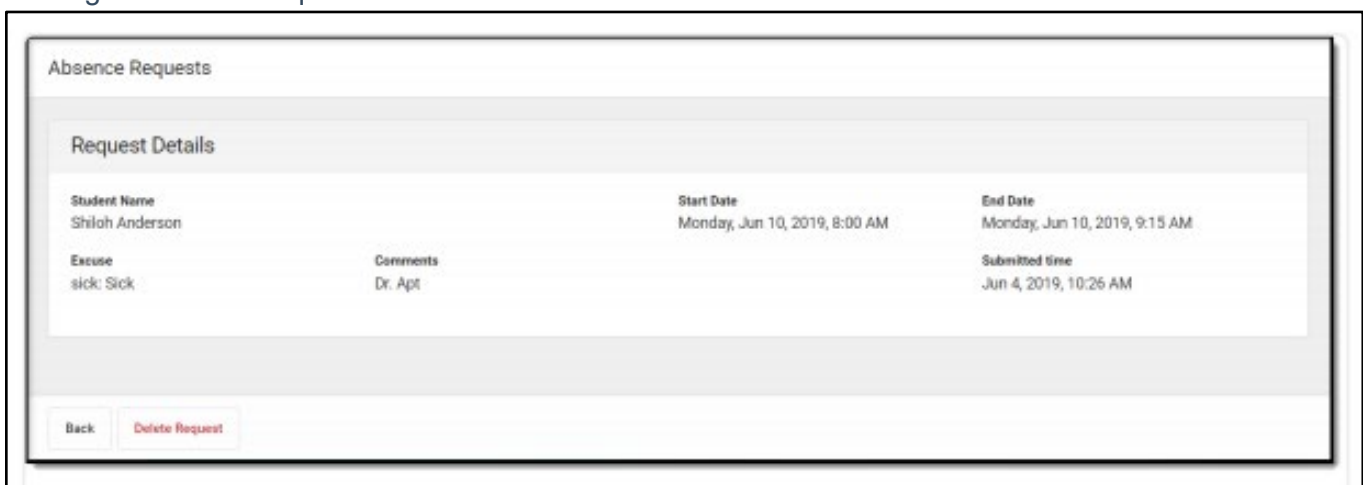


The screenshot shows a web interface titled "Absence Requests". At the top left, there is a navigation link "< More | Absence Requests". Below this is a section titled "Current requests" containing a table with the following columns: Last Name, First Name, Start Date, End Date, and Status. The table lists three requests for Shiloh Anderson. The first request is pending, and the other two are approved. At the bottom of the table, there is a pagination control showing "1" of 3 items, "10" items per page, and "1 - 3 of 3 items". Below the table are two buttons: "New" and "Cancel".

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

Deleting Requests

Requests can be deleted by clicking on the record from the Current Requests list screen and then clicking the Delete Request button.



The screenshot shows a web interface titled "Absence Requests" with a section titled "Request Details". The details are as follows:

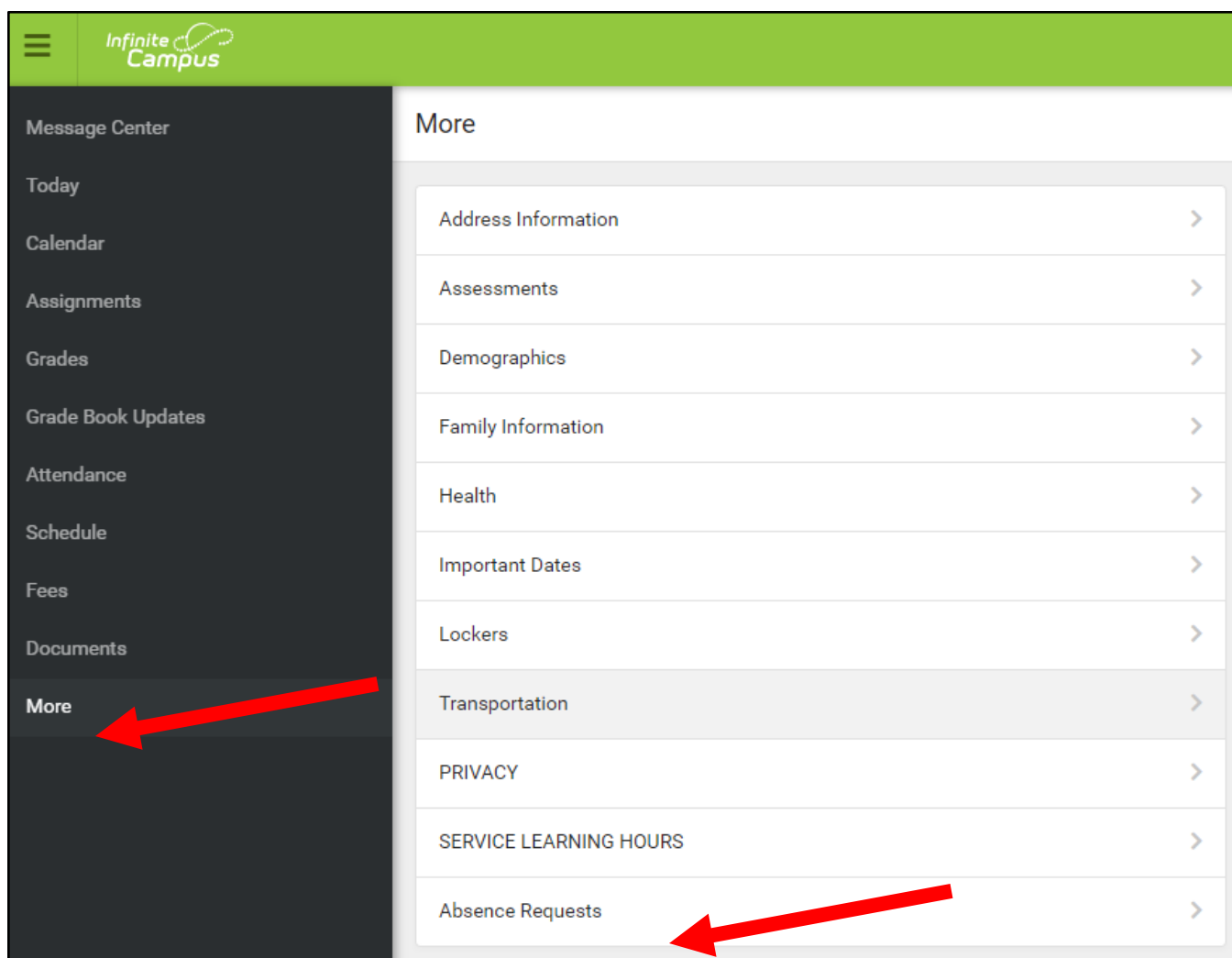
Student Name	Start Date	End Date
Shiloh Anderson	Monday, Jun 10, 2019, 8:00 AM	Monday, Jun 10, 2019, 9:15 AM
Excuse	Comments	Submitted time
sick: Sick	Dr. Apt	Jun 4, 2019, 10:26 AM

At the bottom of the screen, there are two buttons: "Back" and "Delete Request".

Peticiones de ausencia para el estudiante (Campus Parent)

Los padres/madres/tutores legales pueden ahora usar la herramienta para solicitar una ausencia en Campus Portal para entregar una petición de ausencia para su(s) estudiante(s) con el fin de informarle a la oficina de la escuela cuando su estudiante no va a estar en la escuela.

1. Por favor inicie sesión en su cuenta del Campus Portal
2. Debajo de la barra del lado izquierdo, elija More (Más)
3. Elija Absence Requests (Peticiones de ausencia)



1. Seleccione el(los) nombre(s) de su(s) estudiante(s) al cual está solicitando una ausencia (**Nota: pueden ingresar la petición para varios niños a la vez**).
2. Seleccione la razón por la que el estudiante estará ausente del menú desplegable **Excuse**.
3. Seleccione **Absence Type (Tipo de ausencia)**. Se muestran opciones adicionales dependiendo del tipo seleccionado.
4. Ingrese una fecha de inicio y finalización en los campos de **First Day** y **Last Day**.
5. Ingrese **Comentarios**
6. Haga clic en **Submit (Enviar)** cuando termine.



< More | Absence Requests

Select the students you wish to submit an absence request for

Jonathan Aagard
 Landen Carson

Excuse *
Sick: Sick ▼

Absence Type *
 Full Day Absence
 Arrive Late
 Leave Early

First Day * 02/12/2020  **Last Day *** 02/12/2020 

Comments *



Submit View Requests Cancel


Si va a llegar tarde, ingrese la hora de llegada antes de enviar.

Arrive Late

Absence Type *

Full Day Absence
 Arrive Late
 Leave Early



First Day *  **Last Day *** 


Arrival time * 

Si se selecciona salir temprano, ingrese una **hora de salida** antes de enviar.

Absence Type *

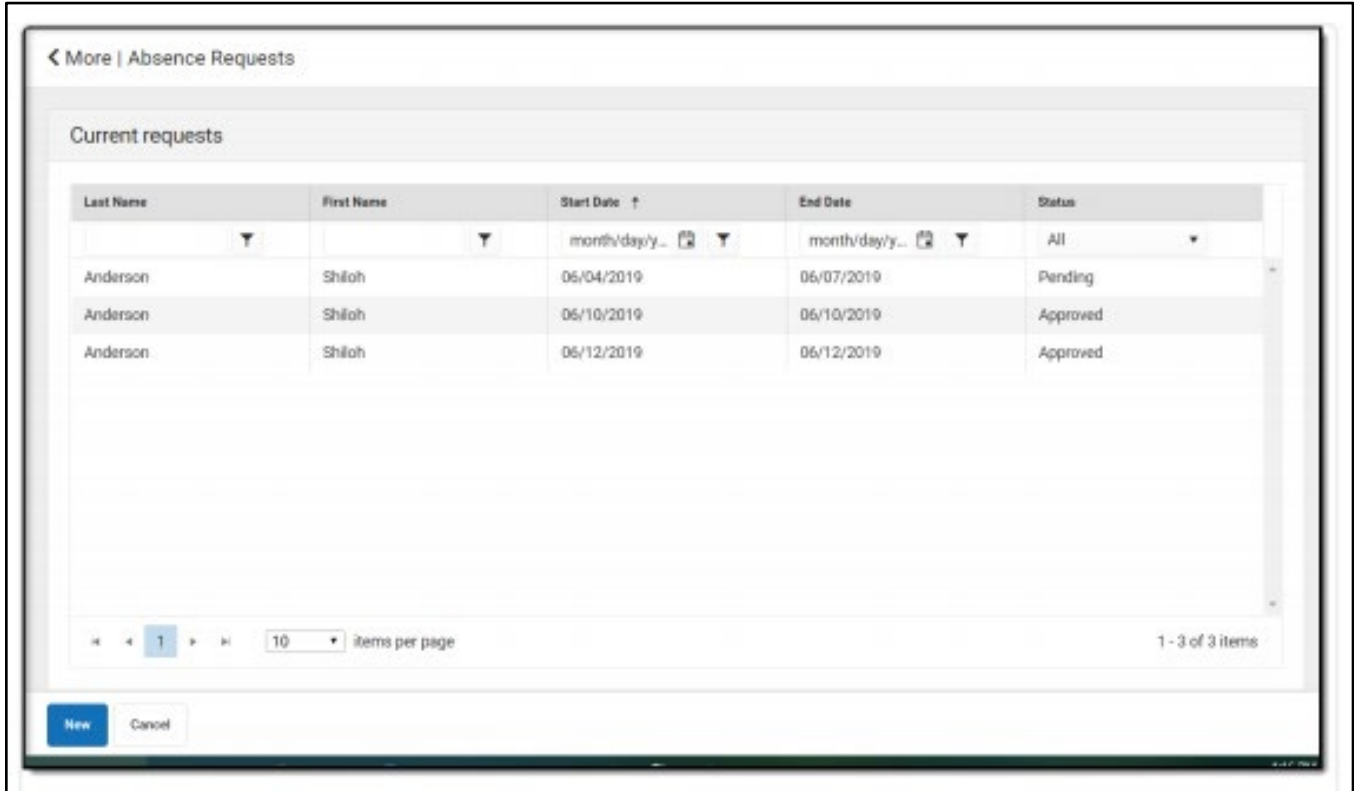
Full Day Absence
 Arrive Late
 Leave Early

First Day *  **Last Day *** 

Leave time * 

Ver las peticiones anteriores

Para ver las peticiones de ausencia enviadas anteriormente de su estudiante, haga clic en el botón de View Requests (Ver peticiones). En la siguiente pantalla, se pueden ver los detalles de las peticiones existentes al seleccionar el registro o también se pueden crear una nueva petición al hacer clic en el botón New (nuevo).



Borrar peticiones

Las peticiones se pueden borrar al hacer clic en el registro de la lista de peticiones actuales y después hacer clic en el botón Delete Request (Borrar petición).

