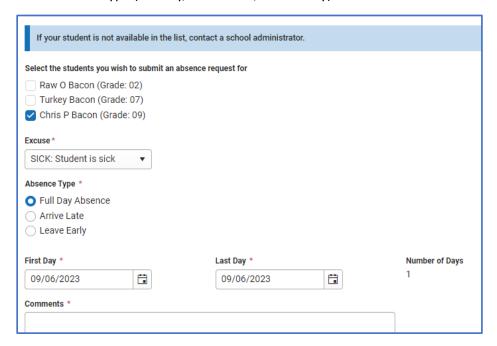# Absence Request (Campus Parent Portal)

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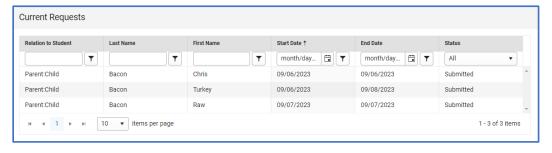
Submit a New Absence Request

1. Check the box next to the student(s) for whom you are submitting the absence request
2. Select the reason the student(s) will be absent from the Excuse dropdown list.
   a. If there are different reasons, you will need to submit a separate request.
3. Select the Absence Type (Full day, Arrive Late, Leave Early).

   a. Full days will require the first and last day absent. This can be the same day for a single day absent.
   b. Arrive late requires a date and approximate time of arrival.
   c. Leave Early requires a date and time you will be picking up the student.
4. All types require comments – more information on the absence.
5. Click Submit when finished.

View Requests

To view all previously submitted absences 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.

Delete a Request

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

Request Details

Student Name Turkey Bacon	**Request Status** Pending	**Start Date** Wednesday, Sep 6, 2023 - All Day	**End Date** Friday, Sep 8, 2023 - All Day
Excuse OTH: Other	**Comments** Science Fair trip	**Request Submitted On** Sep 6, 2023, 5:08 PM	

Back   Delete Request