

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).

If your student is not available in the list, contact a school administrator.

Select the students you wish to submit an absence request for

Raw O Bacon (Grade: 02)

Turkey Bacon (Grade: 07)

Chris P Bacon (Grade: 09)

Excuse *

SICK: Student is sick

Absence Type *

Full Day Absence

Arrive Late

Leave Early

First Day * Last Day * Number of Days

09/06/2023 09/06/2023 1

Comments *

- 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.

Current Requests					
Relation to Student	Last Name	First Name	Start Date ↑	End Date	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	month/day... <input type="text"/>	month/day... <input type="text"/>	All
Parent:Child	Bacon	Chris	09/06/2023	09/06/2023	Submitted
Parent:Child	Bacon	Turkey	09/06/2023	09/08/2023	Submitted
Parent:Child	Bacon	Raw	09/07/2023	09/07/2023	Submitted

10 items per page 1 - 3 of 3 items

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	

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