

# Absence Request (Campus Parent)

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

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.









**Portal:** [Campus Parent](#) > [More](#) > [Absence Request](#)

The image shows a screenshot of the Infinite Campus portal. On the left is a dark sidebar with a menu containing: Message Center, Today, Calendar, Attendance, Schedule, Food Service, Fees, School Store, Activity Registration, Documents, and More. The 'More' menu is expanded, showing a list of options: Address Information, Assessments, Demographics, Family Information, Health, Important Dates, Lockers, Meal Benefits, Transportation, OLR Forms, OLR WCA, Online Registration, and Absence Requests. The 'Absence Requests' option is highlighted. A modal window titled 'More | Absence Requests' is open in the foreground. It contains the following fields and options: 'Select the students you wish to submit an absence request for' with checkboxes for 'Wein C Zelee (Grade: 06)' (checked) and 'Brenda A Zelee (Grade: 02)'; 'Excuse \*' with a dropdown menu set to 'ILL: Illness'; 'Absence Type \*' with radio buttons for 'Full Day Absence' (selected), 'Arrive Late', and 'Leave Early'; 'First Day \*' and 'Last Day \*' both set to '04/18/2022' with calendar icons; and a 'Comments \*' text area. At the bottom of the modal are three buttons: 'Submit', 'View Requests', and 'Cancel'.

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="475 562 1297 853" 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="475 965 1422 1025" style="background-color: #fff9c4; padding: 5px;"><p><b>Arrival Time</b> must be between 6 am and 6 pm.</p></div> <div data-bbox="483 1043 1345 1440" 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>
<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> <div data-bbox="475 1570 1422 1630" style="background-color: #fff9c4; padding: 5px;"><p><b>Leave Time</b> must be between 6 am and 6 pm.</p></div> <div data-bbox="483 1648 1302 2029" style="border: 1px solid black; padding: 5px;"><p><b>Absence Type *</b></p><p><input type="radio"/> Full Day Absence <input type="radio"/> Arrive Late <input checked="" type="radio"/> Leave Early</p><hr/><p><b>First Day *</b> <input type="text" value="04/27/2022"/>  <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
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

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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