



Report Your Student Absent in Campus Parent

Guardians can use the online Absence Request tool to inform the school in advance when their student(s) is not going to be in school. Read the step by step guide below or watch [this short video](#) to learn more.

**Not all SPPS schools use this online tool. Please contact your student's [school](#) directly if your student is not listed.*

How to Submit a New Absence Request

1. Log in to your Campus Parent Account.

- Forgot your Parent Login? [Click here to reset password or retrieve username.](#)

2. Find the “Absence Request” Button

3. Click the checkbox next to the name of the student(s) who will be absent.

- If there are different reasons for each student (or if one student has multiple reasons), you will need to submit a separate request for each reason.

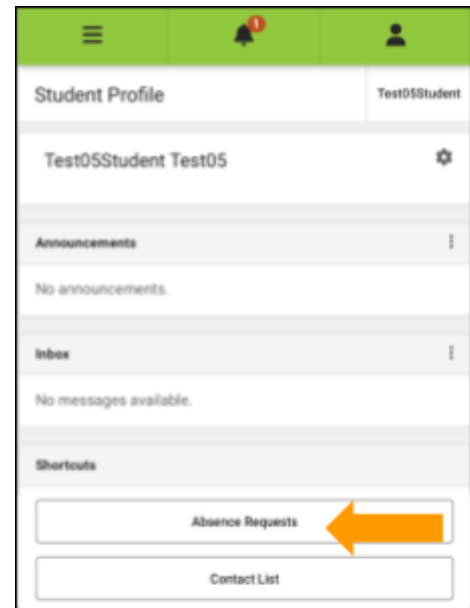
4. From the “Excuse List”, pick why your student will be absent.

5. Pick the Absence Type

- Full day: Choose this option if your student will miss the entire school day. If the student will be absent for only one day, the first and last day should be the same.
- Arrive Late: Choose this option if your student will come late to school. Enter the date and the approximate time they will arrive.
- Leave Early: Choose this option if you will pick up your student before the end of the school day. Enter the date and the approximate time you will pick them up.

6. Add a Comment. Please share any extra information about why your student will be absent to help the school understand the request.

7. Click “Submit” when you’re done. Once the school reviews it, an absence record for your student will be created.



How to View Your Absence Requests

To see all absences requests you’ve submitted online for your student, click the “**View Requests**” button.

The Current Requests displays details of existing requests and can be viewed by selecting the record.

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Create Request

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

Select the students you wish to submit an absence request for

☐ Frodo Baggins (Grade: 07)

Excuse (Required)

Absence Type (Required)

☐ Full Day Absence

☐ Arrive Late

☐ Leave Early

Submit

View Requests

System

How to Delete a Request

To delete a request before the school has processed it, click on the request in the Current Requests screen. Then click the *Delete Request* button. If the request has already been processed, it can’t be deleted.

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Request Details

Student Name	Request Status	Start Date	End Date
Frodo Baggins	Pending	Tuesday, Sep 2, 2025 - All Day	Tuesday, Sep 2, 2025 - All Day
Excuse	Comments	Request Submitted On	
Illness: Illness	Stomach Flu	Sep 2, 2025, 12:36 PM	

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Delete Request