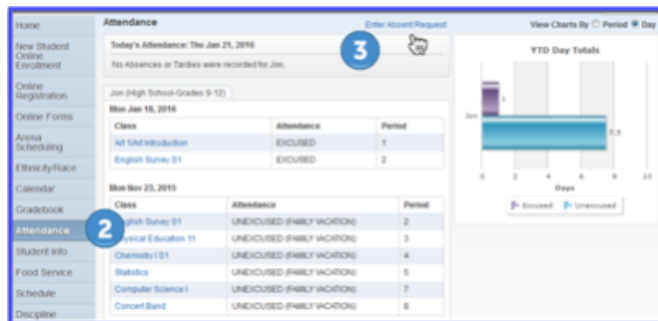
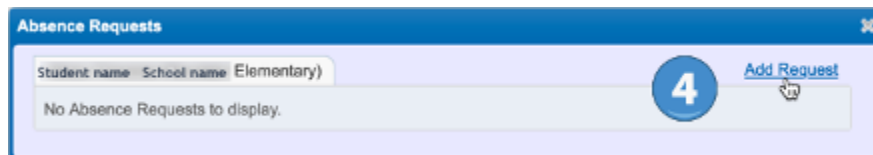


Online Absence Request for Parents

1. Log in to the parent portal
2. Select the attendance tab
3. Click on the 'Absence Request' link. A browse window will open.



4. Click on 'Add Request'



5. Enter the date(s) the student will be absent.
If only one day of absence is being requested then the start date and end date should be the same.

If the student will be absent for more than one day, then enter the date range.

By default the current date is entered automatically.



6. For elementary school students. Check the 'all day' box.
7. Select a reason for the absence from the list.
8. Please enter a comment to give more information to the school office.

9. Save. The status will be pending until it is approved or denied. There is still an option to edit the absence request or delete it after it has been submitted.



The screenshot shows a web application titled "Absence Requests". At the top, there are input fields for "Student name" and "School name" (containing "Elementary"), followed by an "Add Request" button. Below this is a table with the following structure:

	Status	Start Date/Time	End Date/Time	Reason
Edit Delete	Pending	Fri Feb 14, 2020	Fri Feb 14, 2020	Illness

Submitting an online absence request will put it in an attendance queue. The school secretary will review the request and will either approve it or deny it. You will receive a notification via email once it has been finalized.

Remember that this feature is to request full day absences only, tardies and checkouts are not included.