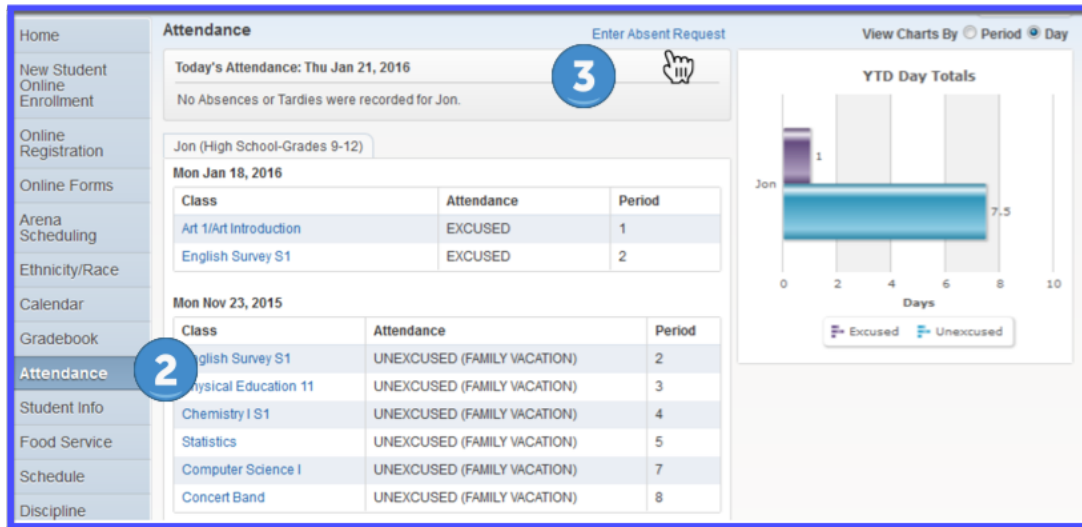


Online Absence Request for Parents



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Enter Absent Request

View Charts By ☐ Period ☒ Day

Today's Attendance: Thu Jan 21, 2016

No Absences or Tardies were recorded for Jon.

Jon (High School-Grades 9-12)

Mon Jan 18, 2016

Class	Attendance	Period
Art 1/Art Introduction	EXCUSED	1
English Survey S1	EXCUSED	2

Mon Nov 23, 2015

Class	Attendance	Period
English Survey S1	UNEXCUSED (FAMILY VACATION)	2
Physical Education 11	UNEXCUSED (FAMILY VACATION)	3
Chemistry I S1	UNEXCUSED (FAMILY VACATION)	4
Statistics	UNEXCUSED (FAMILY VACATION)	5
Computer Science I	UNEXCUSED (FAMILY VACATION)	7
Concert Band	UNEXCUSED (FAMILY VACATION)	8

YTD Day Totals

Jon

Excused 1

Unexcused 7.5

Days

Excused Unexcused

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'



Absence Requests

Student name School name Elementary)

No Absence Requests to display.

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.*

The 'Add Request' form contains the following fields and controls:

- Student:** Text input field.
- School:** Dropdown menu with 'Elementary' selected.
- Start Date:** Date picker showing 02/14/2020 (Callout 5).
- All Day:** Checked checkbox.
- End Date:** Date picker showing 02/14/2020 (Callout 6).
- * Reason:** Dropdown menu with options: Family, Illness, Medical Appointment (Callout 7).
- Comments:** Text area.
- Footer:** 'Back' and 'Save' buttons (Callout 9).
- Note:** '(*) Indicates a required field.'

6. For secondary school students, check the ‘all day’ box or enter a specific time (see tutorial).
7. Select a reason for the absence from the list.
8. You may 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.

Absence Requests					
Student name School name Elementary		Add Request			
	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.

Tardies and checkouts are not included.