

出席请求

家长/监护人在线

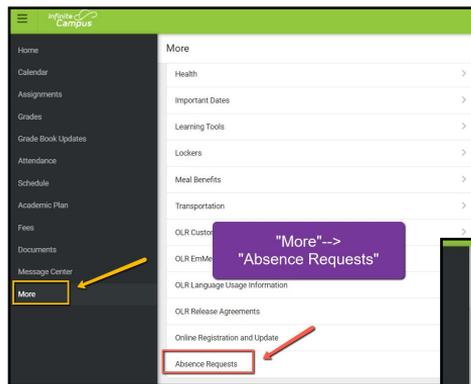
缺勤请求工具集是校园工作流程套件的一部分。

经典路径:校园家长 > 更多 > 缺勤请求

搜索词:缺勤请求

家长和监护人可以使用缺勤请求工具提交请求,以便在学生不去学校时提前通知办公室。处理请求后,将为学生创建出勤记录。

1. 标记要为其创建缺勤请求的学生。
2. 从“借口”下拉列表中选择学生缺席的原因。
3. 选择缺勤类型。选项包括：全天缺勤、迟到或早退。
4. 在“第一天”和“最后一天”字段中输入缺勤的开始日期和结束日期。
5. 输入有关缺勤原因的评论。评论仅限 50 个字符。
6. 完成后单击“提交”。



A screenshot of the 'More | Absence Requests' form. At the top, there is a blue banner with the text: 'If your student is not available in the list, contact a school administrator.' Below this is a section titled 'Select the students you wish to submit an absence request for' with a checkbox and a purple callout box containing the text 'Name' and 'r (Grade: 12)'. Below this is an 'Excuse *' dropdown menu with a purple callout box containing the text 'Check name Choose Excuse Choose Type'. Below the dropdown are three radio button options: 'Full Day Absence', 'Arrive Late', and 'Leave Early'. At the bottom of the form are two buttons: 'Submit' and 'View Requests'.

First Day *

06/13/2019



All Day

Start Time

12:00 PM



Last Day *

06/13/2019



End Time

4:00 PM



Submit

View Requests

Cancel

晚点到达

如果选择迟到，请在提交前输入到达时间。
抵达时间必须在上午 6 点至下午 6 点之间。

Absence Type *

Full Day Absence

Arrive Late

Leave Early

First Day * 

Last Day * 

Arrival time * 

早一点离开

如果选择提前离开，请在提交前输入离开时间。

休假时间必须在早上 6 点至下午 6 点之间。

Absence Type *

Full Day Absence

Arrive Late

Leave Early

First Day * 

Last Day * 

Leave time * 

查看历史请求

要查看该学生之前提交的所有缺勤 请求，请单击“查看请求”按钮。显示当前请求列表屏幕。从此屏幕可以查看现有请求的详细信息
通过选择记录 或可以通过单击“新建”按钮创建新请求。

删除缺勤请求

通过单击“当前请求”列表屏幕中的记录，然后单击“删除请求”按钮，可以删除未处理的缺勤请求。

The screenshot displays the 'Absence Requests' interface. At the top, the title 'Absence Requests' is visible. Below it, the 'Request Details' section contains the following information:

Student Name [Redacted]	Start Date Monday, Jun 10, 2019, 8:00 AM	End Date Monday, Jun 10, 2019, 9:15 AM
Excuse sick: Sick	Comments Dr. Apt	Submitted time Jun 4, 2019, 10:26 AM

At the bottom of the interface, there are two buttons: 'Back' and 'Delete Request'. The 'Delete Request' button is highlighted with a red rectangular box, and a red arrow points to it from the right side of the screen.