

Online Absence Request for Parents

Home Attendance 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 Unexcused

Days

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 screenshot shows the 'Add Request' form with the following fields and callouts:

- 5:** Start Date: 02/14/2020
- 6:** All Day checkbox (checked)
- 7:** Reason dropdown menu (options: Family, Illness, Medical Appointment)
- 9:** Save button

Other visible fields include Student, School (Elementary), End Date (02/14/2020), and Comments.

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 the 'Absence Requests' table with the following data:

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

Additional UI elements include 'Student name School name Elementary' and an 'Add Request' button.

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.

