

# Online Absence Request for Parents

The screenshot displays the 'Attendance' section of a parent portal. On the left is a navigation menu with 'Attendance' highlighted. The main content area shows 'Today's Attendance: Thu Jan 21, 2016' and 'No Absences or Tardies were recorded for Jon.' Below this, there are two tables of attendance records for 'Jon (High School-Grades 9-12)'. The first table is for 'Mon Jan 18, 2016' and the second is for 'Mon Nov 23, 2015'. A bar chart on the right shows 'YTD Day Totals' for 'Jon', with a bar for 'Excused' at 1 and 'Unexcused' at 7.5. A blue circle with the number '2' is placed over the 'Attendance' tab in the left menu, and a blue circle with the number '3' is placed over the 'Enter Absent Request' link in the top right of the main content area.

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

| 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      |

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'

The screenshot shows a 'Absence Requests' browse window. It has a blue header with the title 'Absence Requests' and a close button. Below the header is a search bar with the text 'Student name School name Elementary'. In the bottom right corner, there is a blue circle with the number '4' and a button labeled 'Add Request'. The main content area of the window displays 'No Absence Requests to display.'

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

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.

|                      |                        | Status  | Start Date/Time  | End Date/Time    | Reason  |
|----------------------|------------------------|---------|------------------|------------------|---------|
| <a href="#">Edit</a> | <a href="#">Delete</a> | 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.