



Submit Absence Request or Excuse Note

The Submit Absence Request or Excuse Note screen allows parents to submit and track absence requests for their student. From this screen, parents can create requests for full-day absences, late arrivals, or early dismissals, select a reason, and upload documentation if required. Submitted requests are listed with their current status (such as Pending, Approved, Denied, or Canceled), along with any comments, attachments, and decision details. Parents can also edit or cancel pending requests.

Submitting a New Absence Request

1. On the homepage, navigate to the left menu.

The screenshot shows the 'Portal' homepage. The left sidebar menu is highlighted with a red box, showing options like 'Forms', 'Abe, Charlie Evelyn', 'Child Info', 'Grade Changes', 'Class Requests', 'Progression Plan', 'Test History', 'Absences', 'Analytics', 'School Choice', 'Hall Passes', 'Elementary Schools', 'Education Location Option/Program Opportunity 2025-26', 'Special Placement Application 2026-27', 'Purchase & Pay', 'Customer Ledger', 'Change Requests', 'Class Schedule', 'Grades', 'Grad Reqs', 'Standard Grades', 'Attendance', 'Referrals', 'Applications & Forms', 'School Choice Application 2026-27', 'Magnet Application 2026-27', 'Student Services', and 'Adame, Ezilda S'.

2. You will select the Submit New Absence Request or Excuse Note.
3. Click Submit Absence Request.

The screenshot shows the 'Submit Absence Request or Excuse Note' screen. The 'Submit Absence Request' button is highlighted with a red box. Below it is a table titled 'Unexcused Absences/Tardies' with columns for Date, Daily, Submit Excuse Note, and Period 1. The table shows two rows of data for dates 08/12/2026 and 08/10/2026.

Date	Daily	Submit Excuse Note	Period 1
08/12/2026		Submit Excuse Note	U
08/10/2026	X	Submit Excuse Note	X

The pop-up window displays the student's number of Total Year Excused Absences, Total Year Unexcused Absences, and Total Year Absences.



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Absence Request Form

Selected Student: Abe, Charlie

✓ Total Year Excused Absences
8

✗ Total Year Unexcused Absences
8

👤 Total Year Absences
16

Reason*

Select Reason ▼

Start Date

05/28/2026

End Date

05/28/2026

4. Select the Reason for your student's absence.
 - a. Curriculum-related field trips
 - b. Administratively approved school functions
 - c. Illness or medical care
 - d. Legal reasons or religious holidays
 - e. Death in the family
 - f. Pre-arranged absences (must be approved by an administrator)
5. Select the Start Date and End Date for your student's absence to indicate the requested date or date range. You can select dates in the past or in the future, as needed.

⚠ If you try to submit an absence request for a date a student was already marked present, you will receive an alert and be prompted to submit a request for a late arrival or early dismissal.
6. Select the **Absence Type** to indicate the type of request.

Select **Full Day Absence** if the student will be absent for the entire school day.

Select **Arrive Late** and enter the student's arrival time if the student will be arriving after the start of the school day.

Select **Leave Early** and enter the time the student will leave school if the student will be dismissed before the end of the school day.

Enter times in the format **00:00 AM/PM**, such as **08:30 AM** or **02:15 PM**.



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Start Date

05/28/2026

End Date

05/28/2026

Absence Type*

☐ Full Day Absence

☐ Arrive Late: 00:00 AM

☒ Leave Early: 01:30 pm

Attach Documentation

No Files

7. Drag and drop your file into the **No Files** section to attach documentation. You can also click **Scan** to scan a document, click **Upload** to browse and select a file from your computer, or click **Take Photo** to capture an image using your webcam. Uploading documentation may be required depending on the selected reason and district setup.
 - a. Once uploaded, you can click the **Download** icon to download the document to your computer or click the **Delete** icon to remove the file.

Absence Type*

☐ Full Day Absence

☐ Arrive Late: 00:00 AM

☒ Leave Early: 01:25 PM

Attach Documentation*

Dr Note.docx
Size: 13kb
User: Enid Smith
Date: 04/29/2026 04:18 pm

Dr Note.docx

Scan Upload Take Photo ✓

Comments



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8. **Click to Sign** to electronically sign the absence request. Note: This option only displays if a signature is required for the selected Reason.

The screenshot shows a form section titled "Attach Documentation *". Below the title is a file upload area containing a box labeled "Doctor Note.pdf". To the right of the box are two icons: a blue cloud with a downward arrow and a red circle with a white 'X'. Below the file upload area is a section titled "Signature*" which contains a blue button labeled "Click to Sign" that is highlighted with a red rectangular border. Below the signature section is a section titled "Comments" with a large, empty text input box.

9. In the editor, use your mouse to sign your name. Then, click **Sign**.
- Click **Cancel** to close the window without saving your signature.
 - Click **Clear** to clear any markups added and start over.

The screenshot shows a section titled "Sign Below". Below the title is a large, empty rectangular area for signing. A handwritten signature in black ink is visible in the center of the area. To the right of the signature is a small icon of a pen. Below the signing area are three buttons: a red button labeled "Cancel", a blue button labeled "Clear", and a blue button labeled "Sign".

10. Enter any **Comments** in the text box.
11. Select the **Pickup Contact** from the pull-down to specify who is picking up the student from school. Note: This option only displays if the student is leaving early.



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12. Drag and drop the **Contact ID Photo** file into the **No Files** section to attach the photo. You can also click **Scan** to scan a photo, click **Upload** to browse and select a file from your computer, or click **Take Photo** to capture an image using your webcam. Note: This option only displays if the student is leaving early.
- a. Once uploaded, you can click the **Download** icon to download the photo to your computer or click the **Delete** icon to remove the photo.

The screenshot shows a form with the following sections:

- Comments:** A text box containing "Charlie was sick."
- Pickup Contact*:** A dropdown menu showing "Abe, John (Grand Father)".
- Contact ID Photo (optional):** A section highlighted with a red border. It contains a photo of a person, a blue download icon, and a red delete icon.
- Buttons:** "Cancel" and "Submit Request" at the bottom right.

13. Click Submit New Request.

The screenshot shows a form with the following sections:

- Attach Documentation*:** A section containing a file named "Doctor Note.pdf" with a blue download icon and a red delete icon.
- Signature*:** A section with the text "Pending Save (click to clear)".
- Comments:** A text box containing "Chronic Illness. Happy to discuss further, if needed."
- Buttons:** "Cancel" and "Submit Request" at the bottom right. The "Submit Request" button is highlighted with a red border.