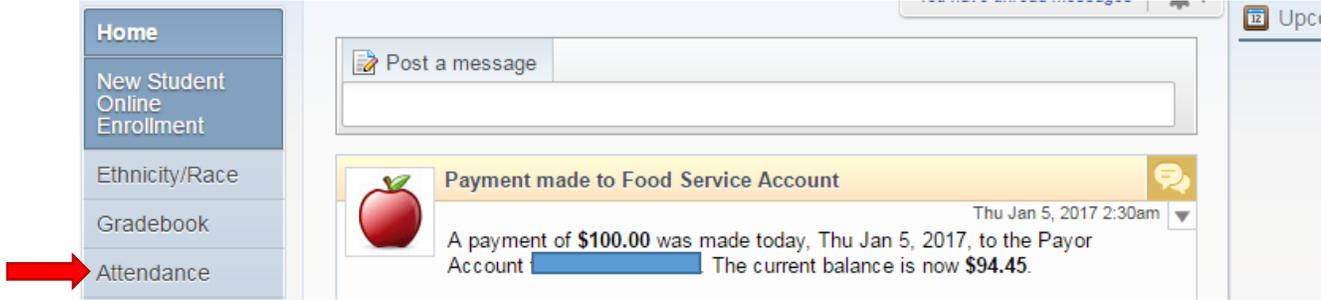


# ENTERING AN ABSENCE REQUEST

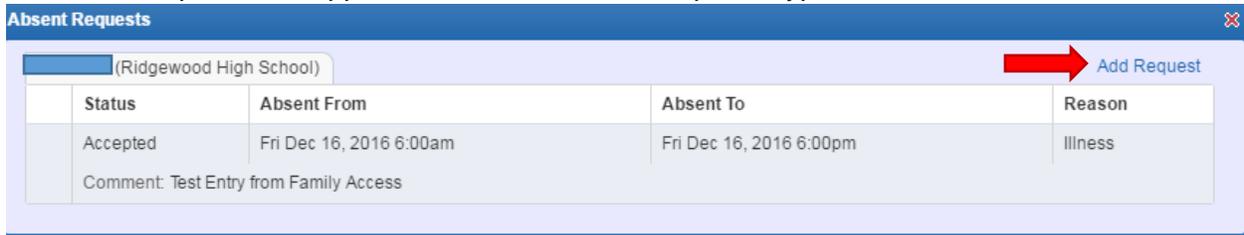
1. Click on the Attendance Tab on the left hand side.



2. Click on the 'Enter Absent Request' hyperlink.

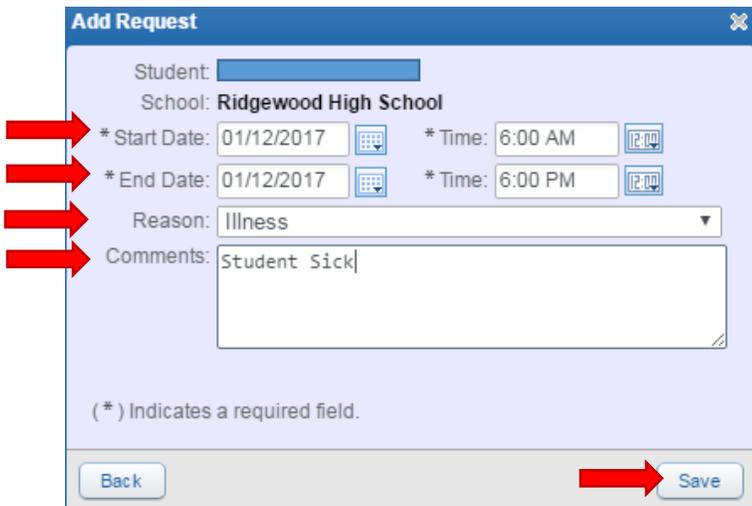


3. Prior absent requests will appear. Click on the 'Add Request' hyperlink.



Status	Absent From	Absent To	Reason
Accepted	Fri Dec 16, 2016 6:00am	Fri Dec 16, 2016 6:00pm	Illness

4. Enter in the Start Date & Time, End Date & Time, Select a Reason, Enter in a Comment, and click on the Save button.



(\*) Indicates a required field.