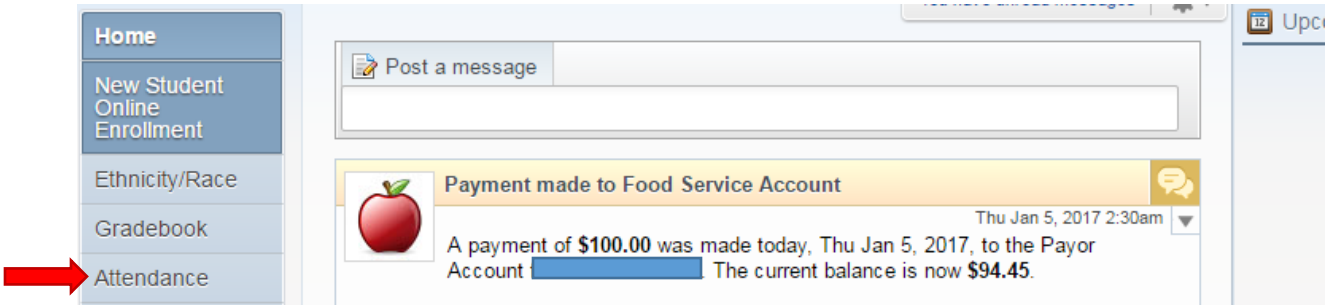
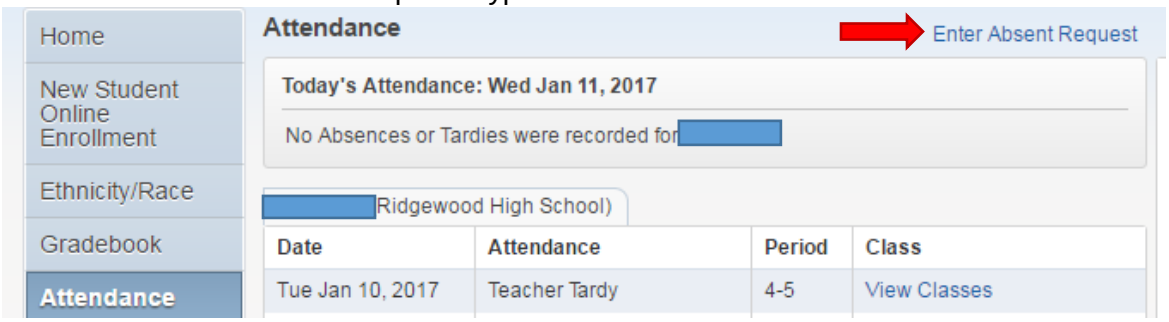
ENTERING AN ABSENCE REQUEST

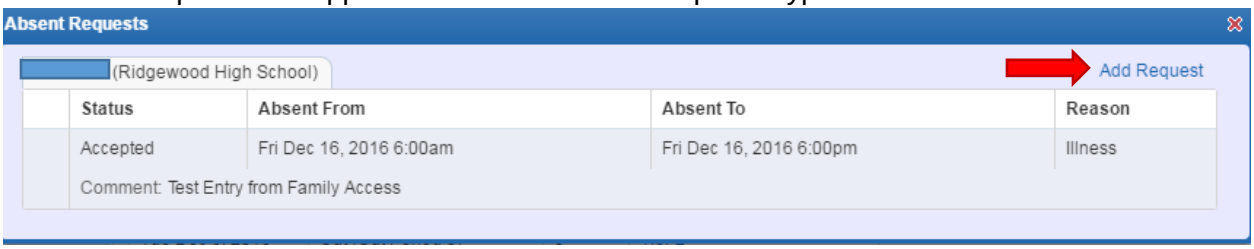
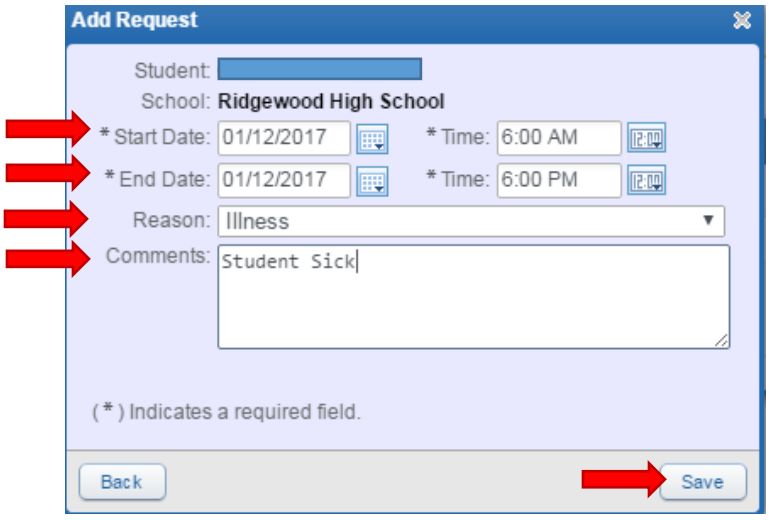
1. Click on the Attendance Tab on the left hand side.



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



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



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