



District 207 Absence Requests in Campus Parent



If a student will be absent from school for one or more days, a parent may submit an absence request through the Campus Parent Portal on their mobile device or computer.

1. Log in to [Campus Parent](#) or open the app on your smartphone or table.
2. Click on **Absence Requests** in the Shortcuts menu (bottom right on a PC and scroll to bottom on a smartphone).
3. Click **New**.
4. Click on the **checkbox** for the student(s) that will be absent. You can select more than one student.
5. Click on the **Excuse** and select **Absence Request**.
6. Click on the **Absence Type** for the student(s) and enter the required information:

([ESPAÑOL](#)) ([POLSKI](#))

Shortcuts

Annual Online Registration

Absence Requests



Full Day Absence	Arrive Late	Leave Early
Select the students you wish to submit an absence request for ☒ Person F Sample (Grade: 12) Excuse (Required) Absence Request - Ple... Absence Type (Required) ☒ Full Day Absence ☐ Arrive Late ☐ Leave Early First Day (Required) 08/19/2026 Last Day (Required) 08/19/2026 Number of Days 1 Please note that any personally identifiable or sensitive information in your submission may be viewable by district staff members. Upload Document Select files... Drop files here to select Comments (Required) • Select Full Day Absence if the student will be absent for at least 1 day or more. • Enter the First Day and Last Day of the student's absence. • Upload relevant documents (optional) • Include any details about the student's absence in the Comments section. • Click Submit.	If your student is not available in the list, contact a school administrator. Select the students you wish to submit an absence request for ☒ Person F Sample (Grade: 12) Excuse (Required) Absence Request - Ple... Absence Type (Required) ☐ Full Day Absence ☒ Arrive Late ☐ Leave Early Date (Required) 08/19/2026 Arrival Time (Required) hour:minute AM/PM Please note that any personally identifiable or sensitive information in your submission may be viewable by district staff members. Upload Document Select files... Drop files here to select Comments (Required) • Select Arrive Late if the student will be arriving after the day has started. • Enter the Date and Arrival Time of the student's late arrival. • Include any details about the student's absence in the Comments section. • Click Submit.	If your student is not available in the list, contact a school administrator. Select the students you wish to submit an absence request for ☒ Person F Sample (Grade: 12) Excuse (Required) Absence Request - Ple... Absence Type (Required) ☐ Full Day Absence ☐ Arrive Late ☒ Leave Early Date (Required) 08/19/2026 Departure Time (Required) hour:minute AM/PM Please note that any personally identifiable or sensitive information in your submission may be viewable by district staff members. Upload Document Select files... Drop files here to select Comments (Required) • Select Leave Early if the student will be leaving before the day has ended. • Enter the Date and Departure Time of the student's early release. • Include any details about the student's absence in the Comments section. • Click Submit.
Once the Absence Request has been submitted it will be subject to review and processing by the school's Attendance Office. Parent/Guardians will be contacted directly with any questions regarding a request for absence, arriving late or leaving early. Once the request has been approved, the student's attendance will be updated and parents will receive a notification in their Campus Parent Inbox. Recent Attendance Updates 2 08/16/2023 Parent Authorized Updated: 08/16/2023 at 3:39 PM ABSENT EXCUSED		Attendance Office Contact Information Maine East Attendance Office - 847-692-8321 Maine West Attendance Office - 847-827-7746 Maine South Attendance Office - 847-692-8087