## Approvals > Vacation

Last Modified on 06/28/2022 11:13 am EDT

Administrators can approve or reject vacation requests submitted by parents through the Connect Portal. If configured, once the vacation request is approved or rejected, an email notification will be sent to the requesting parent.

## Approving a Vacation Request

1. Click Approvals, then select Vacation

| Se | arch        |            |           | •          |         |                |              |                |         |                   |   |   |
|----|-------------|------------|-----------|------------|---------|----------------|--------------|----------------|---------|-------------------|---|---|
| ☆  | Home        | Family     | Payments  | Attendance | Lessons | Meals          | Connect      | Approvals      | Reports | Staff             | Setup                                   | م |
|    | Home        | Informatio | on        |            |         |                |              | Child          |         |                   |   |   |
|    |             |            |           |            |         |                |              | Vacation       |         |                   |   |   |
|    |             |            |           | ولملع      | Cla     | Classroom List |              | Registratio    | ons     |                   |   |   |
|    |             |            |           | <u>31</u>  | Cente   | Center         |              | Wait List      |         | issroo            | issroom                                 |   |
|    | Information |            | schedules | Semester   | DC      | N Transa       | ctional- CEI | Program Change |         | lexible<br>gistra | lexible Child Care Regis<br>gistration) |   |

2. The Approval List will display all pending vacation requests. The table includes the student's name, the date the vacation starts, the length of the vacation, and who requested the vacation

| Approval List      |                     |                 |                |           |               |  |
|--------------------|---------------------|-----------------|----------------|-----------|---------------|--|
| 4 items found, dis | playing all items.1 |                 |                |           |               |  |
|                    |                     | Child Name      | Vacation Start | # of Days | Requested By  |  |
| Approve            | Reject              | Stephanie Brown | 10/29/2018     | 6         | gbrown11      |  |
| Approve            | Reject              | Elsa Frozen     | 10/16/2017     | 4         | FrozenParent2 |  |
| Approve            | Reject              | Carson Miller   | 02/08/2019     | 1         | stevemiller1  |  |
| Approve            | Reject              | Rest Test       | 06/05/2018     | 3         | testfamily123 |  |
| Export options: C  | SV   Excel   XML    |                 |                |           |               |  |

- Approve click the Approve link to approve the vacation request for the student
- Reject click the Reject link to deny the vacation request
- 3. Once a student's request is approved or rejected, a confirmation message will display on the top of the page and the student will be removed from the Approval List

| Approvals Appr<br>SUCCES<br>Vacation | rovals<br>S<br>Request has been a | approved and saved.        |                          |           |                               |   |
|--------------------------------------|-----------------------------------|----------------------------|--------------------------|-----------|-------------------------------|---|
| Approval List                        |                                   |                            |                          |           |                               |   |
| 3 items found, disp                  | playing all items.1               | Child Name                 | Vacation Start           | # of Days | Requested By                  | * |
| Approve                              | Reject                            | Elsa Frozen                | 10/16/2017               | 4         | FrozenParent2                 |   |
|                                      |                                   |                            |                          |           |                               |   |
| Approve                              | Reject                            | Carson Miller              | 02/08/2019               | 1         | stevemiller1                  |   |
| Approve<br>Approve                   | Reject<br>Reject                  | Carson Miller<br>Rest Test | 02/08/2019<br>06/05/2018 | 1<br>3    | stevemiller1<br>testfamily123 |   |

4. The vacation list can be exported to CSV, Excel, or PDF by clicking the option

Export options: CSV | Excel | XML