

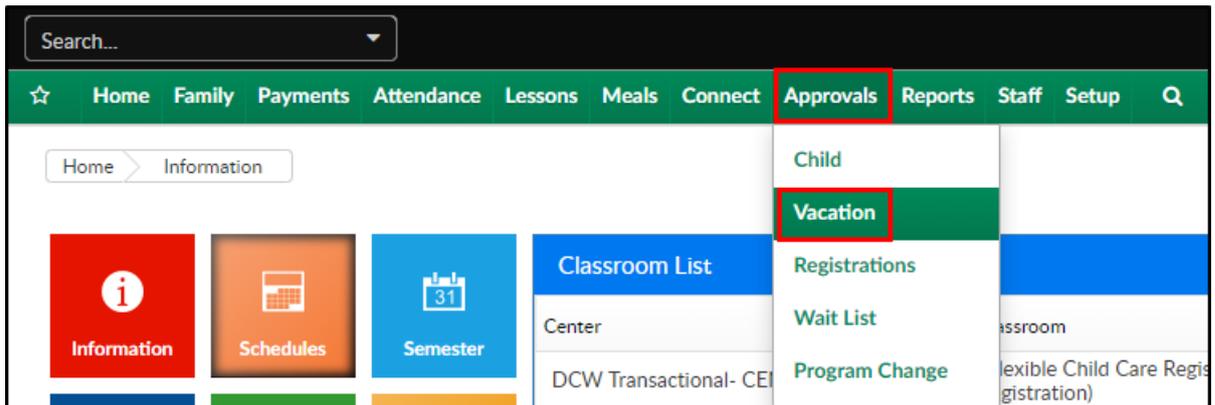
Approvals > Vacation

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



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, displaying 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: [CSV](#) | [Excel](#) | [XML](#)

- o Approve - click the Approve link to approve the vacation request for the student
 - o 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 > Approvals

 **SUCCESS**
Vacation Request has been approved and saved.

Approval List

3 items found, displaying 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	Reject	Rest Test	06/05/2018	3	testfamily123

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

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