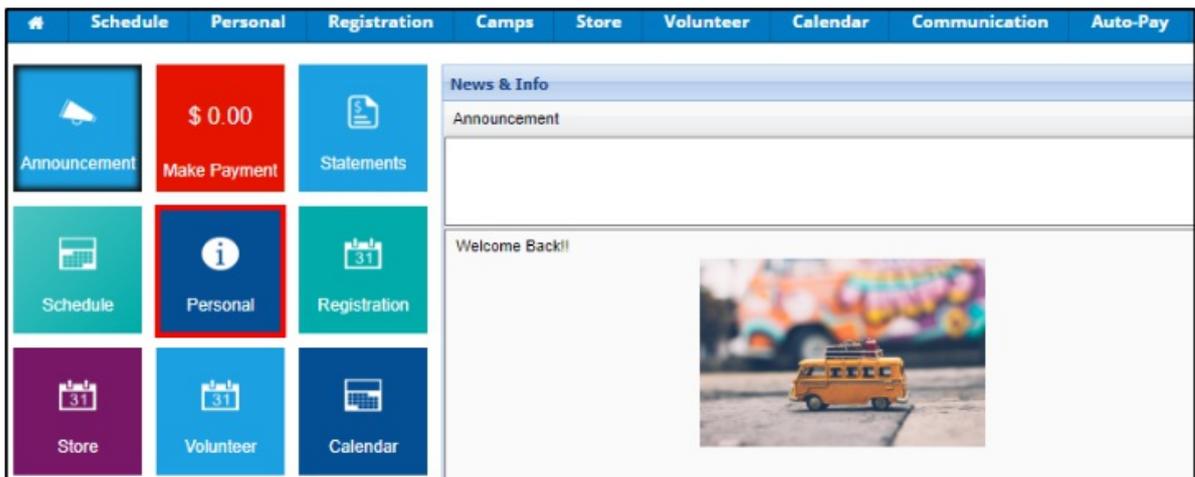


# Parent Portal - Requesting Vacation Days

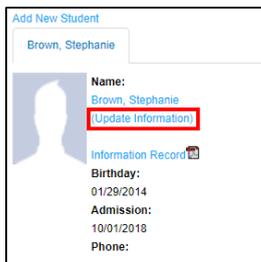
Last Modified on 10/25/2018 11:41 am EDT

Parents can request vacation days via the Parent Portal. Please follow the steps below to request vacation days:

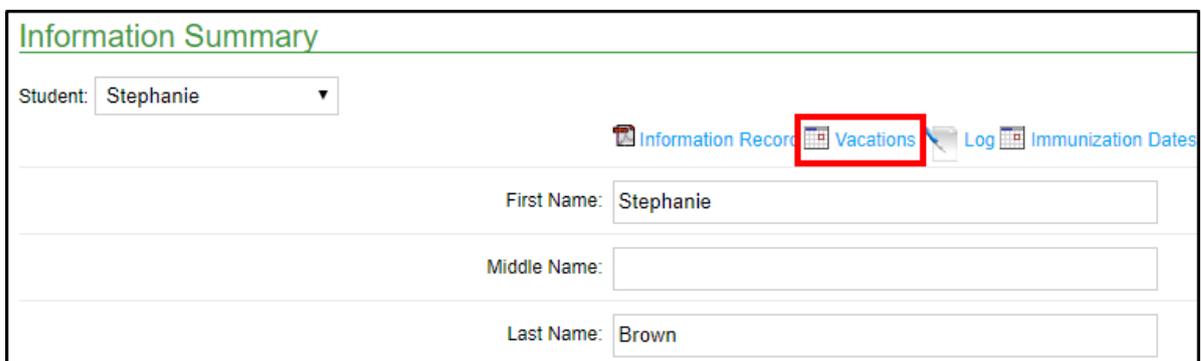
1. To request vacation days for student, click the Personal tile from the portal home screen



2. Then select Update information, just below the student's name



3. Then click Vacations



4. Enter the vacation start date, then enter the number of days being requested

Vacation Information	
Vacation Date:	10/25/2018
Number Of Days:	1

5. Click Save
6. The vacation request will move to the Pending Requests section until it is approved. Once approved, it will move to the Approved Requests section

Vacation Information	
Vacation Date:	10/25/2018
Number Of Days:	1
<b>SAVE</b>	
<b>Approved Requests</b>	
Nothing found to display.	
<b>Pending Requests</b>	
Vacation Start	Number Of Days
2018-10-29	6
<b>Request Date</b>	
2018-10-25	

**Please Note:** Once vacation requests are submitted, they will need to be approved from the admin site. Click [here](#) for instructions on approving/rejecting vacation requests.