## 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

# Sched	ule Personal	Registration	Camps	Store	Volunteer	Calendar	Communication	Auto-Pay
4 Announcement	\$ 0.00 Make Payment	Statements	News & Info Announcement					
Schedule	1 Personal	31 Registration	Welcome Back	I		4	R	
31 Store	31 Volunteer	Calendar				TILL	-	

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



3. Then click Vacations

Information Summary	
Student: Stephanie	
	Information Record 🛄 Vacations 📉 Log 🛄 Immunization Dates
First Name	Stephanie
Middle Name	:
Last Name	Brown

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