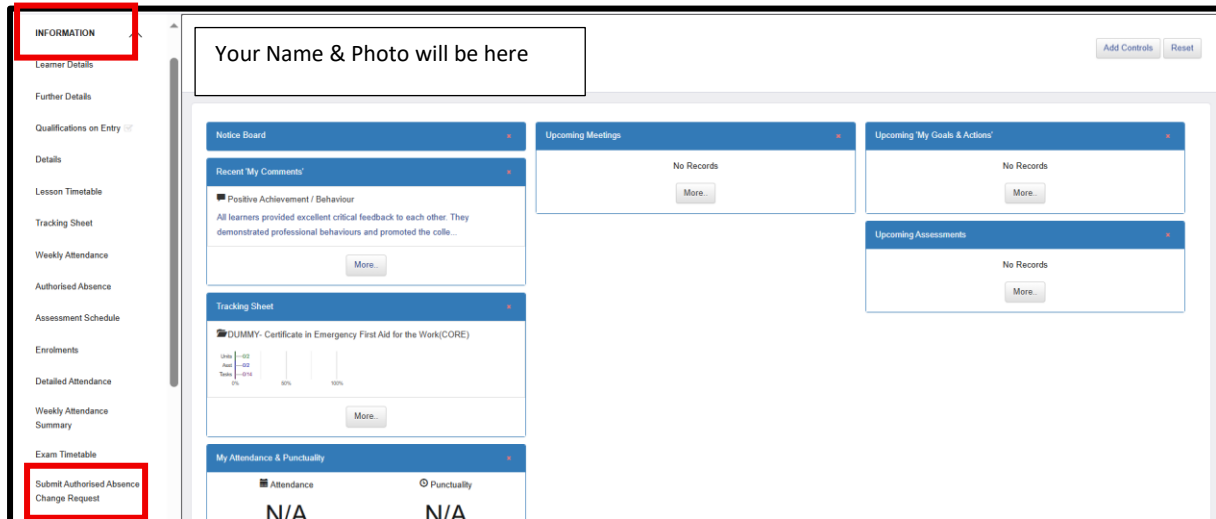


**Logging Absence in ProPortal by a student on a Laptop**

Log into ProPortal via the link on Student Portal/Sharepoint

Under the **Information** tab on the left-hand side

Find “Submit Authorised Absence Change Request”




Select Submit Authorised Absence Change Request:

Complete the relevant information:

### Submit Authorised Absence Change Request

walter DAVIES (100744)



Date From:
Time From:

Date To:
Time To:

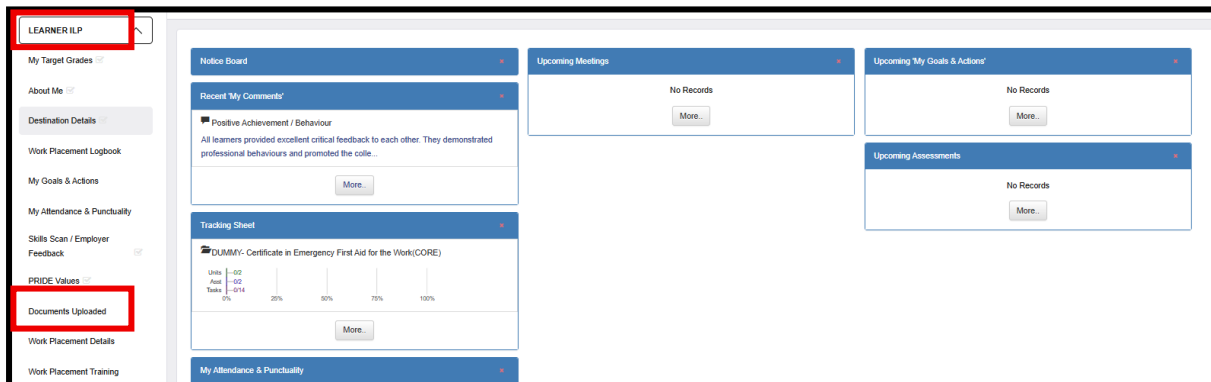
Mark Type:

Reason:

Authorised Absence Notes:

Email Address:

Under the **Learner ILP** tab on the left-hand side, upload any evidence into the documents section:



You will then be able to see a summary of the information you have provided:

### Change Request Details

Change RequestID: 31897

Type: Authorised Absence

Student: Your Name will be here Absence From: Aug 18 2025 12:00AM to: Aug 19 2025 11:59PM

Status: Submitted

Rejection Reason:

Request by: ParentTest on 18/08/2025 16:35:00

Field Name	Changed Value
Authorised Absence Date From	18/08/2025 00:00:00
Authorised Absence Date To	19/08/2025 23:59:00
Authorised Absence Mark	Authorised absence of student
Authorised Absence Reason	Transport Issue

#### NOTE:

Just because an authorised absence request is submitted, does not mean it will be automatically approved.

All requests are reviewed by out attendance impact officers and either approved or declined.

At the current time, these are the reasons that we authorise absence from sessions:

1. Career related or university activity with evidence.
2. Course-related, unpaid, voluntary work experience.
3. Exceptional circumstances involving immediate family member – self-certified.
4. Funeral attendance
5. Medical appointment with evidence of the appointment.
6. Official meeting e.g. probation, police, housing, multi-agency meeting
7. Religious holidays - self-certified.
8. Self-certificated illness of no more than one week.
9. Taking a practical driving test with evidence.
10. Things like extreme weather or strikes are valid reasons – missing the bus isn't.