

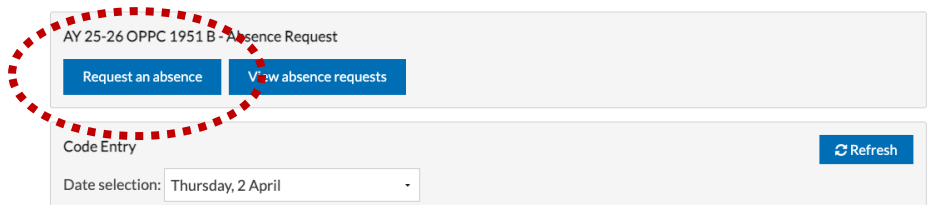


aPlus+ Excused Absence Procedure

Log into Canvas and open the chosen course

In the course navigation menu, select aPlus+ Attendance

- Home
- Announcements
- Syllabus
- Modules
- Collaborations
- Chat
- Lucid (Whiteboard)
- Parchment Badges
- aPlus+ Attendance**



In the new page, select the blue "Request an absence" button

Follow the instructions on the screen:

Step 1:

- a. Select the reason that most closely matches your situation
- b. Select the start and end dates for your request
- c. In the Comment box, **write an explanation for your absence with enough detail to help the Academic Affairs team to evaluate your request**

Absence Request: Step 1 of 3

Please select the reason for your absence request and the date range that the request sessions fall within. Sessions that are available for a request will be shown on the next page.

Reason	- Choose reason -
Date From	04/02/2026
Date Until	04/02/2026

Dates must be in the range 30 Mar 2026 - 16 Apr 2026

Comment

Include a detailed explanation here that will help the Academic Affairs team evaluate your request per the excused absence policy.

Cancel Next

Step 2

- 1. Select the mandatory sessions

Step 3

- 2. Review & submit