



aPlus+ Excused Absence Procedure



Before completing an excused absence request, review the ICOM Excused Absence Policy

Log into Canvas and open the chosen course

In the course navigation menu, select aPlus+ Attendance

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aPlus+ Attendance

AY 25-26 OPPC 1951 B - Absence Request

Request an absence View absence requests

Code Entry

Date selection: Thursday, 2 April

Refresh

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

Follow the instructions on the screen:

- Select the reason that most closely matches your situation Select the start and end dates for your request
 - In the Comment box, **write an explanation for your absence with enough detail to help the Academic Affairs team to evaluate your request**
- Step 1:

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

Questions?



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