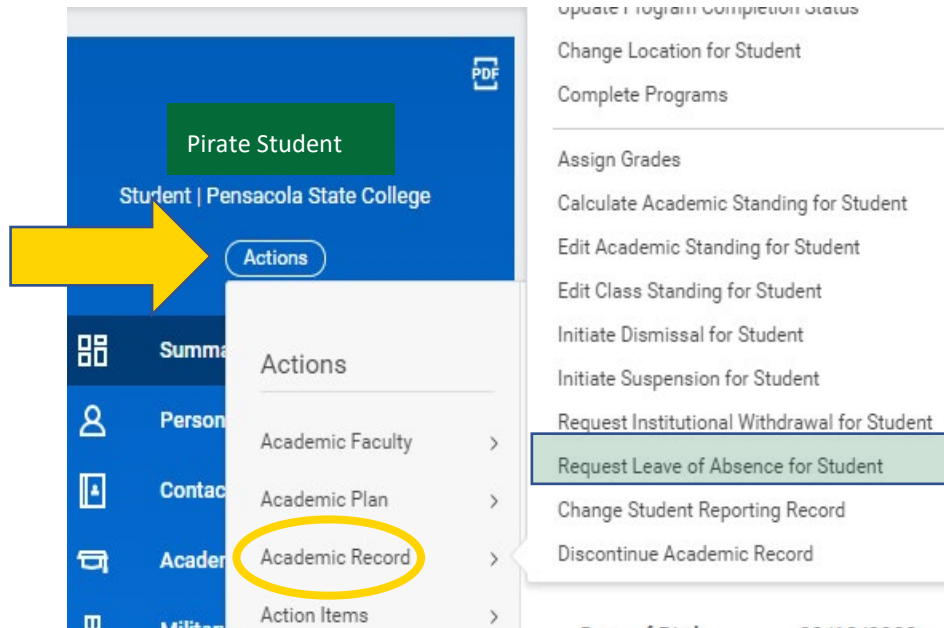


STAFF

Request a Leave of Absence for a Student

1. Search for a student in the search bar using student name or PSC ID number.
2. Click on *Action*.
3. Hover over *Academic Record*.
4. Click on *Request Leave of Absence for Student*.
5. Fill in the necessary information.
6. Click **OK**.

TIP: Type **Student:** followed by a name for quick search results.



Request Leave of Absence for Student

Academic Record *

Leave Start Date *

Return Date *

Leave of Absence Reason

Date of Determination