Aspen E-Absence Notes Quick Guide

What Does the Parent or Guardian Do?

1. Log in to Aspen Parent Portal aspen.cps.edu to see the student's past absences.

2. Select an absence from the existing unexcused absences list.

3. Select the reason and provide an explanation.

4. Submit the request.

For your reference: Demonstration Video

Aspen sends parent/ guardian an email notifying them their request was received and they will receive another email when their request is approved or denied.

Aspen E-Absence FAQs

Parents/Guardians

Can I submit E-Absence requests for multiple students?

Yes, if you have more than one student, you can submit E-Absence requests for multiple students. To do this, you must navigate to each of your students within the Parent Portal.

Can I cancel my E-Absence request after I have submitted the request?

Yes, you can cancel your E-Absence request, or the Attendance Coordinator/Clerk can cancel the request. To do this, you must use the full site view of Parent Portal at aspen.cps.edu and navigate to the front page.

If my student transfers to another school, who will receive my E-Absence request?

The current school will receive the E-Absence request. The absence requests before the transfer must be submitted via paper or phone call.

Do I receive a CPS robocall after I submit my E-Absence request?

You do not receive a CPS robocall after you submit your E-Absence request if your request is approved. However, you do receive a CPS robocall if your E-Absence request is denied or canceled.

Can I submit an attachment with my E-Absence request?

Yes, you can submit an attachment using the full site view of the Parent Portal at aspen.cps.edu

How far back in the past can I submit my E-Absence request? How far forward in the future?

You can submit a request from the beginning of the current school year until a date fifteen (**15)** days in the future.

How do I know my E-Absence request went through and was approved?

You receive an email once you submit your request to confirm that the Attendance Coordinator/Clerk received your request. Once the Attendance Coordinator/ Clerk approves or denies your request, you will receive another email.

If my E-Absence request is denied, can I submit another request for the same date(s)?

Yes, if the Attendance Coordinator/Clerk denies your request, you can submit another request for the same date(s) that the Attendance Coordinator/Clerk may choose to approve.

How long does it take for my E-Absence request to be approved or denied?

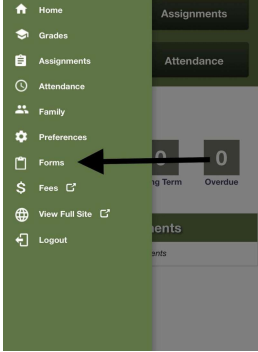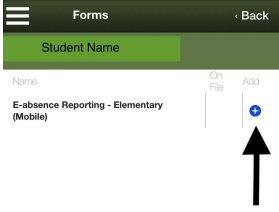Please allow 48-72 hours for the Attendance Coordinator/Clerk to review and approve or deny your request.
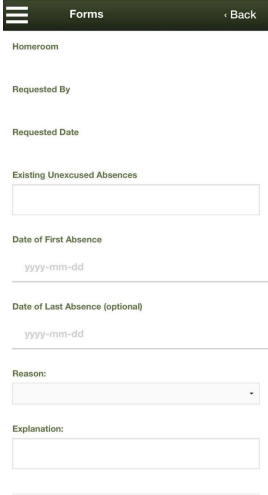
If my student attends high school, can I submit my E-Absence request for a period rather than for the entire day?

Yes, you can submit a request for a period using the full site view of Parent Portal at aspen.cps.edu.
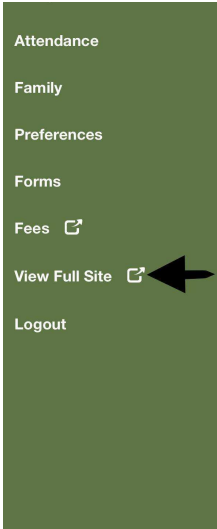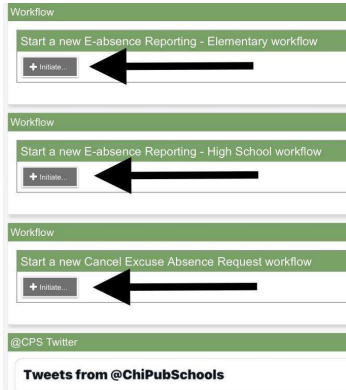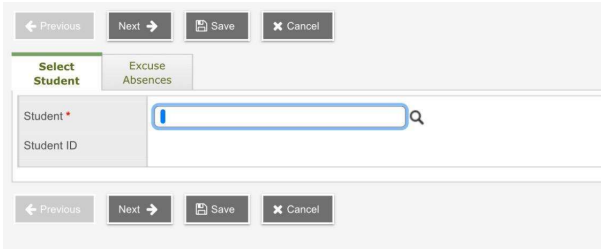
ASPEN CHEAT SHEET

How to Submit an E-Absence on your *Mobile* Device

Steps	
1. Log Into Aspen	aspen.cps.edu
2. Click on Top Right Corner	

3. Select Forms	
4. Select the Add (+) to add date of absence	
5. Fill Out the Required Fields	
6. Select Send Form	

How To Submit an E-absence on your Mobile device with the the *Full Site* function

Steps	

1. Log Into Aspen	aspen.cps.edu
2. Click on Top Right Corner	
3. Select Full Site	Attendance Family Preferences Forms Fees View Full Site ← Logout
4. On the Right side of your screen, Click on 'Start a new E-absence Reporting' under the Workflow category and select 'Initiate"	Workflow Start a new E-absence Reporting - Elementary workflow + Initiate... ← Workflow Start a new E-absence Reporting - High School workflow + Initiate... ← Workflow Start a new Cancel Excuse Absence Request workflow + Initiate... ← @CPS Twitter Tweets from @ChiPubSchools
5. Select Your Student	Previous Next Save Cancel Select Student Excuse Absences Student * Student ID Previous Next Save Cancel

6. Select Absence Dates	
7. Follow the prompts, add explanation and save	