# Absence Declaration in ACORN and ROSI

Absence Declaration is a feature in ACORN for students to formally declare their absence from school. Students can record absences for up to 10 consecutive days, one of which must include either today (if they are still absent) or yesterday. To record absences outside of the date range, students can contact their registrar and staff can record the additional days. Staff can view and modify absence declaration records in ROSI.

ACORN

In ACORN, the Absence Declaration feature is available to registered students (registration status = REG) in the current session and is accessed through the Profile & Settings menu.
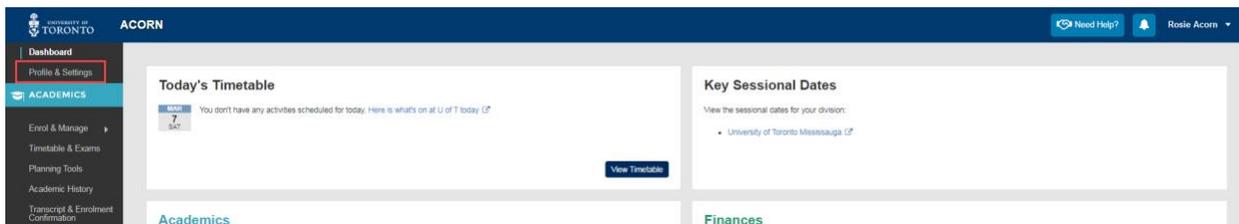
In Profile & Settings, the student selects the Absence Declaration "tab" to view/record their absences.
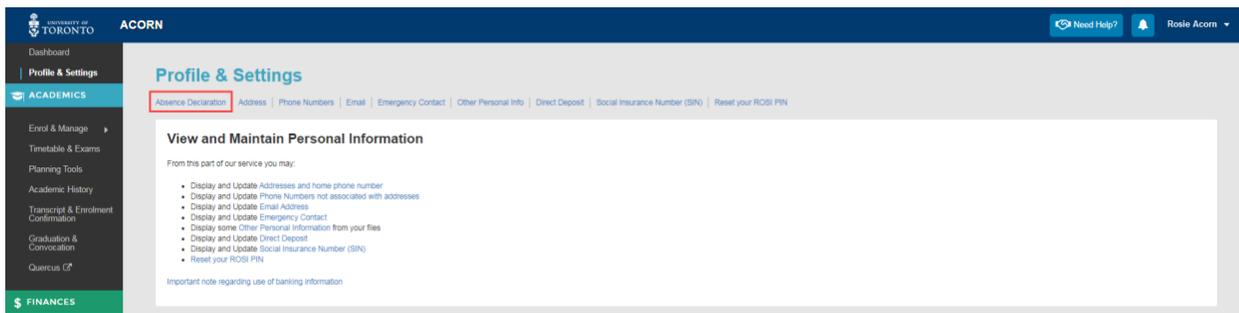
Previously declared absences for the session, if any, will appear on the page. The student clicks the 'declare additional absences' link to record their new absences.
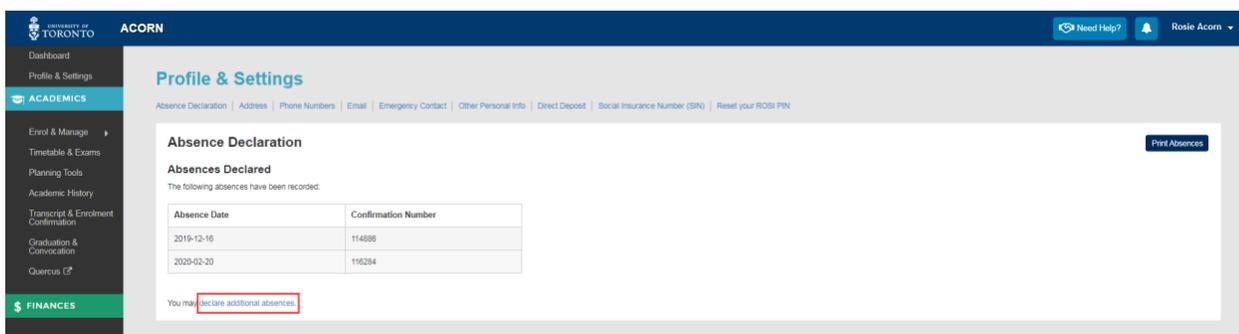
Students may declare their absence for up to 10 consecutive days, backward from today or yesterday, including Saturdays and Sundays.

For example, if today is Saturday, March 7 and the student needs to declare their absence for the past two weeks (Monday, February 24 to Friday, March 6), they can do so in ACORN up to the 10 days before today. The student would need to contact their registrar to record the additional days before that. (See ROSI section below.)

Once the days have been selected and the student acknowledges the terms, they click the 'Submit Declarations' button to officially declare their absences.

Upon submission, the successfully declared absences are listed and the student may print or save to PDF their list of absences. Note that each absence day has a unique system-generated confirmation number – this number can be used by registrars to look up in ROSI. (See below.)

Confirmation printout

Clicking the 'Retrieve all' link at the bottom of the screen returns the student to the main Absence Declaration page that displays all of their declared absences for the session. The absence declaration transaction is also recorded in the student's activity log.

If this student still cannot return to school in the following week, they can declare additional days in ACORN following the rules above. For any days outside of the declarable range in ACORN, the student would need to contact their registrar to help them record the absences.