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.

	ACORN	S Need Help?
Dashboard		
Profile & Settings	Today's Timetable	Key Sessional Dates
	Today's militable	Ney Sessional Dates
Enrol & Manage	You don't have any activities scheduled for today. Here is what's on at U of Y today (2*	View the seasonal cable for your division: University of Toronto Messeauga (2)
Planning Tools	View Timetable	
Academic History		
Transcript & Enrolment Confirmation	Academics	Finances

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.

	ACORN				Need Help?	🔔 Rosie Acorn 👻
Dashboard						
Profile & Settings	Pro	file & Settings				
S ACADEMICS	Absence	Declaration Address Phone Numbers	Email Emergency Contact Other Personal Inf	Direct Deposit Social Insurance Number (SIN) Reset your ROSI PIN		
Enrol & Manage 🛛 🖡		anna Declaration				_
Timetable & Exams	AD	sence Declaration				Print Absences
Planning Tools	Ab	sences Declared				
Academic History	The f	following absences have been recorded:				
Transcript & Enrolment Confirmation	Ab	sence Date	Confirmation Number			
Graduation &	20	19-12-16	114886			
Ouercus C	202	20-02-20	116284			
Quercus C						
\$ FINANCES	Your	may declare additional absences.				
Einancial Account						

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.)

	ACORN	Need Help?	R	osie Acorn 👻
Profile & Settings	Profile & Settings			
S ACADEMICS	Abard Astronomical States Brook Employ Employ Employer Protect Phar Research Mr. Phar Research Mr. State Phar No. Based work Phil RM.			
	vasire oznaran i vinisa i umis vinina i pila i pisitist kovar i nes usora un i nist natar i nise van unare unite (su i use lan unu unit			
Enrol & Manage 😱	Absence Declaration			
Timetable & Exams	Declare New Absences			
Planning Tools				-
Academic History	You should use this system to formally declare an absence hom academic participation in the University if you include accommodation for missed academic work based on the accedures seecht to your faculty or ranzous. Please note:			
Transcript & Enrolment Confirmation	In advisors to the section and the contrast of the decision of the decision reported that accommodations you are seeing. Some instructions will require medical documentation in support of the decision.			
Graduation &	 You are also responsible for samalacing yourset with the procedures spocinic to your faculty or campus. 			
Convocation	Date of Absence			
Quercus Ls	You can record absences for up to 10 consecutive days, one of which must be today (if you are still absent) or yesterday (if you have returned). If you need to record an absence outside of this range, please contact your registrar.			
\$ FINANCES	1 2220-03-06 🗇 🛪 6 yyyy-rm-od			
	2 2020-03-05 🗂 🗙 7 🤇 March 2020 🕨			
Financial Account	3 2020-03-04 📅 🗙 8 10 ml 02 ml 04 50 ml 7m Sat			
Make a Payment	4 2020-01-03 m x 9 17 00 ¹⁰ -09 19 11 12 13 14			
Awards & Aid	2 2 15 16 17 11 10 20 21			
Grant Application	3 2020-03-02 B X 10 13. 22 23 24 25 26 27 28			
Tution Fee Deferral	By clicking the Submit button below, I hereby declare that 14 29 30 31 01 02 25 05 04 ine University for the period identified above.			
Tax Forms	By making this declaration 1 am affirming these statement 15 05 06 07 08 08 10 11 pton is submitted for the purpose of receiving academic accommodation. Lake understand and acknowledge that it is my responsibility to complete the	requirements of the cours	se and to confi	rm any
🖋 LIFE	necessary acaemic accommozation amorganenes upon table in the control of a control			
Health & Wellness	Submit Declarations			
Involvement Jobs & Career Planning	Rethieve all current absence declarations.			

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

	CORN	Need Help?	🚺 Rosie Ad
			_
Profile & Settings	Profile & Settings		
ACADEMICS	Atterne Declaration Address Email Emergency Context Other Removal Into Direct Decord Social Insurance Number (SNI) Beerl war BORE RN		
Enrol & Manage	Absence Declaration		
Dianning Teels	Declare New Absences		
Academic History	• Visio shared is a file particular to ferminal devices an absence from the statement and instance of the statement and instance on the statement and instatement and instance on the stat		
Transcript & Enrolment	O to induct the state of the		
Confirmation	 Some instructors will require this declaration at a minimum in order to provide accommotation. Please note, however, that some instructors may also require medical documentation in support of this declaration. Voa are also responsible for familiating yoursel' with the procedures specific to your faculty or campus. 		
Graduation & Convocation	Date of Absence		
	You can record absences for up to 10 consecutive days, one of which must be boday (if you are still absent) or yesterday (if you have returned). If you need to record an absence outside of this range, please contact your registrar.		
	1 2001-03-05 @ ¥ 5 2001-0-01 @ ¥		
FINANCES	3 2020 02 05 0 0 1 2 2 2020 02 20 0 0 0		
	3 2020-03-04 X X 8 2020-02-28 X		
	4 2020-03-03 m x 9 2020-02-27 m x		
Grant Application	5 2020-03-02 m x 10 2020-02-26 m x		
	By clicking the Submit button below, I hereby declare that it has been necessary for me to be absent from the University for the period identified above.		
	By making this declaration I an affirming these statements to be two and that I understand that my declaration is submitted for the purpose of receiving academic accommodation. I also understand and acknowledge that it is my responsibility to complete the reg	quirements of the course a	nd to confirm any
🖋 LIFE	I understand and acknowledge that making a faile declaration would constitute academic misconduct and could be subject to sanctions under the Code of Behaviour on Academic Matters.		
Health & Wellness	Submit Declarations		
Jobs & Career Planning	Retrieve all current absence declarations.		

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.)

You have successfully de

Confirmation printout

	Profile & Settings			
UNIVERSITY OF TORONTO Absence Declarat	tions			
Student Name: Rosie Acorn	Last Updated: March 07, 2020			
You have successfully declared the following absence. Absences Declared for				
Absence Date	Confirmation Number			
2020-02-26	116322			
2020-02-27	116323			
2020-02-28	116324			
2020-02-29	116325			
2020-03-01	116326			
2020-03-02	116327			
2020-03-03	116328			
2020-03-03 2020-03-04	116328 116329			
2020-03-03 2020-03-04 2020-03-05	116328 116329 116330			

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.

	ACORN					Need	Help?	Rosie Acorn 👻
Dashboard						Notif	ications & Ac	stivity View Log
Profile & Settings	Pro	ofile & Settings				No	unread notificat	ions. View your
	Absent	ce Declaration Address Phone Numbers	Email Emergency Contact Other Personal Inf	fo Direct Deposit Social Insurance Number (SIN) Reset your ROSI PIN		ent	ries.	my cog for a full list of
Enrol & Manage 🗼		bsence Declaration						
Timetable & Exams		seances Declared						
Planning Tools Academic History	The	a following absences have been recorded:						
Transcript & Enrolment	A	ibsence Date	Confirmation Number					
Graduation &	2	019-12-16	114896					
Convocation	2	020-02-20	116284					
Quercus L2"	2	020-02-26	116322					
\$ FINANCES	2	020-02-27	116323					
Financial Account	2	020-02-28	116324					
Make a Payment	2	020-02-29	116325					
Awards & Aid	2	020-03-01	116326					
Grant Application	2	020-03-02	116327					
Tuition Fee Deferral	2	020-03-03	116328					
Tax Forms	2	020-03-04	116329					
₩ LIFE	2	020-03-05	116330					
Health & Mollager	2	020-03-06	116331					
Involvement	You	may declare additional absences						
Johs & Carper Planning								
	ACORN					Need	Help?	Rosie Acorn 👻
Dashboard								
Profile & Settings	Noti	ifications and Activi	tv Loa					
Enrol & Manage	Not	tifications Activity						
Timetable & Exams	E	ter tv: 🖉 Academics 🖉 Finances 🖉 F	Personal 🖉 System					
Planning Tools								
Academic History		ACTIVITY			UPDATED BY	DAY/TIME		
Transcript & Enrolment Confirmation	0	Successful Login - ACORN - AK			SWS	2 minutes ago.		
Graduation & Convocation		Successful Login - ACORN - AK			SWS	2 minutes ago.		
Quercus 🗗	\$	Successful Login - ACORN - AK			SWS	2 minutes ego.		
	\$	Successful Login - ACORN - AK			SWS	2 minutes ago.		
\$ FINANCES	7	Successful Login - ACORN - AK			SWS	2 minutes ago.		
Financial Account	8	Successful Login - ACORN - AK			SWS	2 minutes ago.		
Make a Payment	1	Successful Login - ACORN - AK			SWS	2 minutes ago.		
Awards & Aid	6	Successful Login - ACORN - AK			SWS	2 minutes ago.		
Tuition Fee Deferral	8	Declaration of Absence - for 10 date(s) - AS	1		SWS	20 minutes ago		
Tax Forms	5	Successful Login - ACORN - AK			SWS	27 minutes ago		
# 1100	.	Successful Login - ACORN - AK			SWS	27 minutes ago		

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.