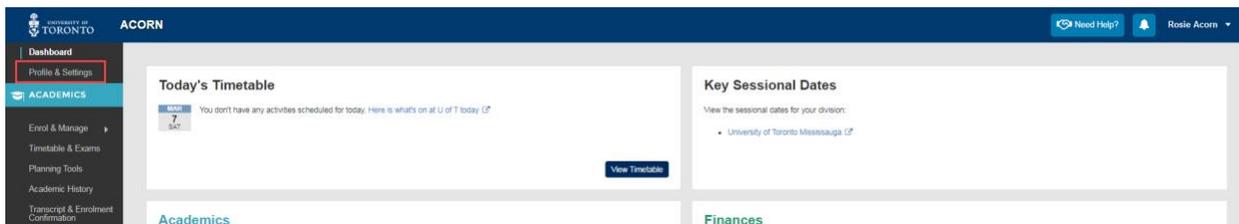


Absence Declaration in ACORN and ROSI

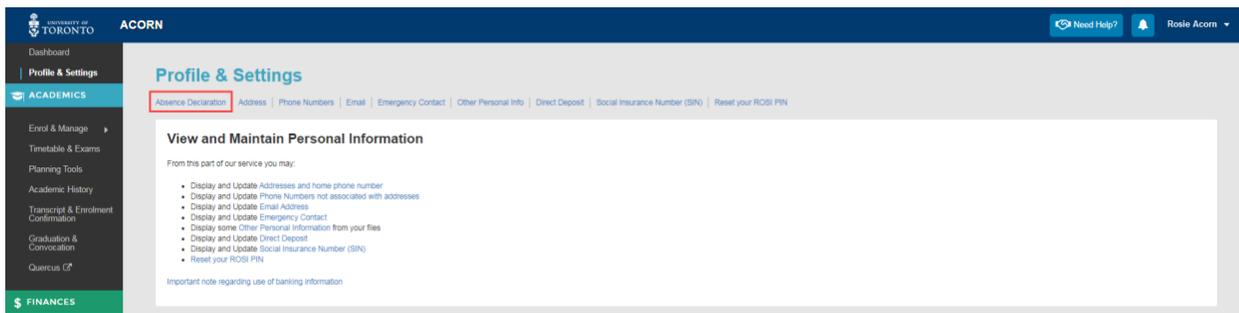
Absence Declaration is a feature in ACORN for students to formally declare their absence from school. Students can record absences for up to 10 consecutive days, one of which must include either today (if they are still absent) or yesterday. To record absences outside of the date range, students can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

ACORN

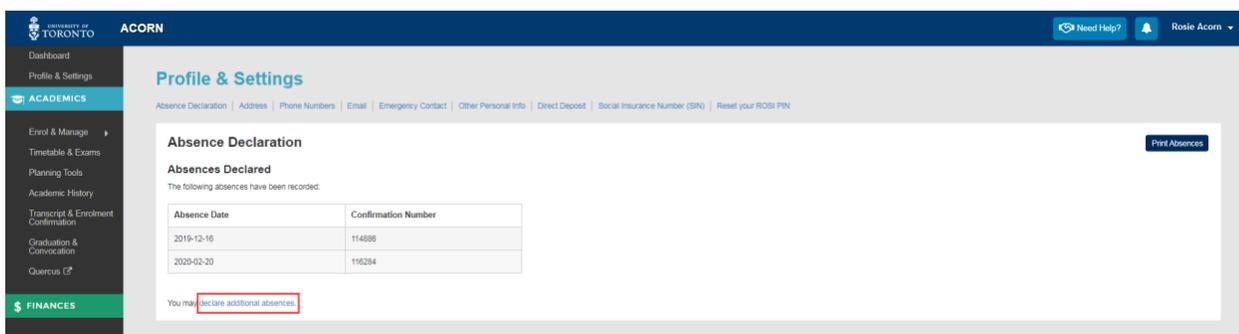
In ACORN, the Absence Declaration feature is available to registered students (registration status = REG) in the current session and is accessed through the Profile & Settings menu.



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.)

Profile & Settings

Absence Declaration | Address | Phone Numbers | Email | Emergency Contact | Other Personal Info | Direct Deposit | Social Insurance Number (SIN) | Reset your ROSI PIN

Absence Declaration

Declare New Absences

Date of Absence

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.

1	2020-03-06	6	yyyy-mm-dd
2	2020-03-05	7	
3	2020-03-04	8	
4	2020-03-03	9	
5	2020-03-02	10	

By clicking the Submit button below, I hereby declare that I am affirming these statements to be true 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 requirements of the course and to confirm any necessary academic accommodation arrangements upon my return as directed by my instructor and the policies of my Campus or Faculty.

Submit Declarations

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

Profile & Settings

Absence Declaration | Address | Phone Numbers | Email | Emergency Contact | Other Personal Info | Direct Deposit | Social Insurance Number (SIN) | Reset your ROSI PIN

Absence Declaration

Declare New Absences

Date of Absence

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.

1	2020-03-06	6	2020-03-01
2	2020-03-05	7	2020-02-29
3	2020-03-04	8	2020-02-28
4	2020-03-03	9	2020-02-27
5	2020-03-02	10	2020-02-26

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.

I understand and acknowledge that making a false declaration would constitute academic misconduct and could be subject to sanctions under the Code of Behaviour on Academic Matters.

Submit 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.)

UNIVERSITY OF TORONTO ACORN

Need Help? Rosie Acorn

You have successfully declared 10 absences.

Profile & Settings

Academics Declaration | Address | Phone Numbers | Email | Emergency Contact | Other Personal Info | Direct Deposit | Social Insurance Number (SIN) | Reset your ROSI PIN

Absence Declaration

Absences Declared Successfully

You have successfully declared the following absence. Please [print this](#) for your records. Your instructor(s) may ask to see this print-out when you seek academic accommodations.

Absences Declared for Rosie Acorn	
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
2020-03-04	116329
2020-03-05	116330
2020-03-06	116331

Complete any outstanding procedures specific to your faculty or campus. Students taking UTM courses click [here](#).

[Retrieve all current absence declarations.](#)

Confirmation printout

3/7/2020 Profile & Settings



UNIVERSITY OF TORONTO

Absence Declarations

Student Name: Rosie Acorn **Last Updated: March 07, 2020**

Absences Declared Successfully

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
2020-03-04	116329
2020-03-05	116330
2020-03-06	116331

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.

The screenshot shows the 'Profile & Settings' page in the ACORN system. The 'Absence Declaration' section is active, displaying a table of declared absences. The table has two columns: 'Absence Date' and 'Confirmation Number'. Below the table, there is a note: 'You may declare additional absences.'

Absence Date	Confirmation Number
2019-12-16	114986
2020-02-20	116284
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
2020-03-04	116329
2020-03-05	116330
2020-03-06	116331

The screenshot shows the 'Notifications and Activity Log' page in the ACORN system. The 'Activity' tab is selected, displaying a list of activities. The table has three columns: 'ACTIVITY', 'UPDATED BY', and 'DAY/TIME'. A red box highlights the entry 'Declaration of Absence - for 10 dates(s) - AS'.

ACTIVITY	UPDATED BY	DAY/TIME
Successful Login - ACORN - AK	SWS	2 minutes ago
Successful Login - ACORN - AK	SWS	2 minutes ago
Successful Login - ACORN - AK	SWS	2 minutes ago
Successful Login - ACORN - AK	SWS	2 minutes ago
Successful Login - ACORN - AK	SWS	2 minutes ago
Successful Login - ACORN - AK	SWS	2 minutes ago
Successful Login - ACORN - AK	SWS	2 minutes ago
Successful Login - ACORN - AK	SWS	2 minutes ago
Successful Login - ACORN - AK	SWS	2 minutes ago
Successful Login - ACORN - AK	SWS	2 minutes ago
Successful Login - ACORN - AK	SWS	27 minutes ago
Successful Login - ACORN - AK	SWS	27 minutes ago
Declaration of Absence - for 10 dates(s) - AS	SWS	20 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.