CAN Submit Absence Notices



Overview

Course Action Notices (CAN) allows a student to notify instructors of an absence and to keep a record of the number of absences for each course through one, easily managed system that includes the reason for the absence.

Navigate to Course Action Notices

a. From Path@Penn, click on *Course Action Notices*.

b. From the Welcome Screen, click *Create an Absence Notice*.



c. View the *Create an Absence Notice* landing page and click *Continue*.

Submitting an absence notice does not excuse a student from their course obligations.

| C. | eate an Abcor | ace Notice for | E-II 2022 |
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| CI | cate an Absei | lee routee for | Tall 2022 |
| Absence notices facilitate communi short term class absence(s). | cation between studen | its and course instructo | rs when extenuating circumstances necess |
| A Submissio | on of an absence notice | does not excuse you fro | m your course obligations. |
| You are responsible for following up course materials/syllabus. Any arran | with each instructor di gements are made sole | rectly and adhering to cr rly at your instructor's de | ourse policies and procedures as outlined in scretion. |
| If you are in cr nlease cor | isis and need immed | iate medical attention | n or emergency assistance, |
| | itact one of the folio | wing resources direct | ly and immediately: |
| | PUBLIC SAF | Wing resources direct | ly and immediately: |
| | PUBLIC SAF | The second secon | ly and immediately: hone. |
| | PUBLIC SAF 215-573-3333 or STUDENT HE | wing resources direct TETY EMERGENCY LINE (2) 511 from any campus p ALTH AND COUNSELING (| ly and immediately: |
| | PUBLIC SAT 215-573-3333 or STUDENT HE | wing resources direct TETY EMERGENCY LINE (0 :511 from any campus p ALTH AND COUNSELING (215-090-7021 | ly and immediately: hore. 24/7 Support |
| | PUBLIC SAF 215-573-3333 or STUDENT HE DURSEIING Services Medical Services | TY ENERGENCY LINE (C) 511 from any campus p ALTH AND COUNSELING (215-098-7021 215-746-3535 | bone. 24/7 Support 24/7 Support |
| 0 | PUBLIC SAF 215-573-0303 or STUDENT HE SUBSETING Medical Services | ery EMERGENCY LINE (2) 511 from any campus p ALTH AND COUNSELING (215-098-7021 215-746-3535 | ly and immediately: bone. 8 24/7 Support 24/7 Support |

Create Absence Notice

a. Enter the dates of the course

absence and click Next.

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<complex-block>

b. Select which courses will be affected and click *Next*.

Note that you can choose **All of my Courses** with one-click or choose courses individually.

c. Select the reason for the absence and click *Next*.



d. Note the highlighted text when *Secular or Religious Holiday* is selected as the reason for the absence. It will only appear when this option is selected.

Submit & View Absence Notices

a. Preview the Absence Notice and click *Submit*.

Note a separate tab for each course for which you are submitting an **Absence Notice**.

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b. Receive confirmation of submitted *Absence Notice*.

From here you may select New Absence Notice or View Submitted Notices.

| | Create an A | bsence Notice | |
|---|---|--|-------------------------|
| Please con | suit your syllabus and class policies fi | or each course before submitting an abs | ince notice. |
| To view | notices that you've already submitted | use the View Submitted Absence Natio | es pope. |
| C Absence Dates | Attivited Causes | Reason for Absence | Preview Natice |
| Tour abore | ce notice covering 9/5/2022 thro | ugh 9/9/2022 has been successfully | submitted. |
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| The information is your | notice will also be available to the inc | Anuclion(s) for the course(s) you selected | and the advising office |
| of your home achool. If Notices application at | ou can review your notices by selectin any time. | © View Submitted Absence Natices in th | e Course Action |
| | eny | et europe you from your course chilestic | |
| t is your responsibility | to follow up with your instructorial to | ensure that you learn any class material | covered during your |
| absence, and to make a instructor's discretion | arrangements regarding any missed o | ourse work. These arrangements are ma | de solety at your |
| Your achool may ask yo | ou for supporting documentation to ve | rify the information submitted in your no | 6ca. |
| Should you have any fu | Ther questions or concerns, you may | contact your school's advising office. | |
| | IL' HEW ABSENCE NOTICE | - VICH SUBMITTED NOTICES | |
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| S muse | REITY OF PENNSYLVANIA. * PRIVAC | POLICY + REPORT ACCESSIBILITY ISS | UES AND GET HELP |

c. View *Submitted Action Notices* including details on start and end date, reason for absence, courses affected, status, and more.

| | | This screen a You can also use this screen For multi-day reports that are | View Submitte lieves you to review the abare to cancel reports up until the incorogress, you may cancel | d Absence not notices that a day before the the remaining d | e Notice you have sub class meets, ays if you wha | S mitted each term. by using the Cancel / B button. m to class sooner than expected. | |
|------------|---|---|---|--|---|--|--|
| | | | Viewing Notices For | Fw1 2022 | | | |
| itart Date | End Date | Absence Reason | Date Created | Courses | | | Status |
| 15/2022 | 9/9/2022 | Varsity athletic competition | 9/1/2022 | | ACCTUDING | (PAGA-00007) | |
| /12/2022 | 9/16/2022 | Family emergency | 9/2/2022 | - | ACCT1020002 | | |
| 5/2022 | 9/9/2022 | Varsity athletic competition | 9/2/2022 | - | A217-031802 | (BEATTYTEES) | |
| | art Date 5/2022 12/2022 5/2022 | art Dute End Date 5/2022 9/9/2022 12/2022 9/16/2022 5/2022 9/9/2022 | Internet Def Date Assess Reset with the Def Date Assess Reset 10222 FM0222 Variaty and competition 50222 FM0222 Variaty and competition 50222 FM0222 Variaty and competition 50222 FM0222 Variaty and competition | Instantial Maximum | Dataset data poi formanti and point The control data point Control da | Bases <th< td=""><td>Example data professioner professioner data and data professioner data data data data data data data dat</td></th<> | Example data professioner professioner data and data professioner data data data data data data data dat |