

CAN Submit Absence Notices

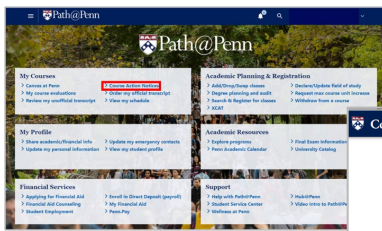


Overview

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.

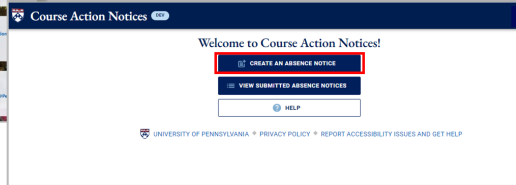
Navigate to Course Action Notices

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



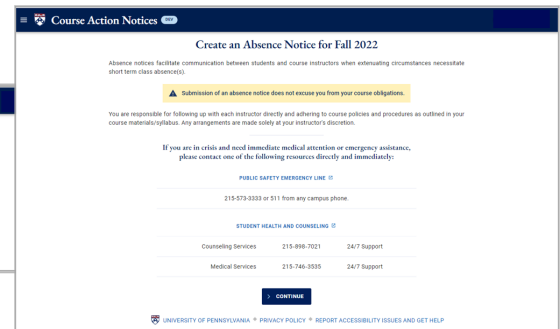
b. From the Welcome Screen, click *Create an Absence Notice*.

Note: You can also navigate to *View Submitted Absence Notices* from here.



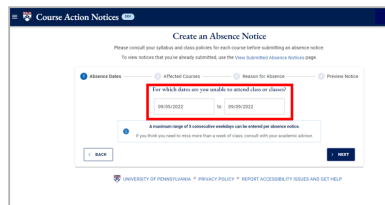
c. View the *Create an Absence Notice* landing page and click *Continue*.

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



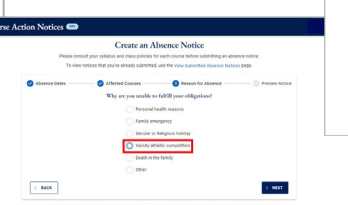
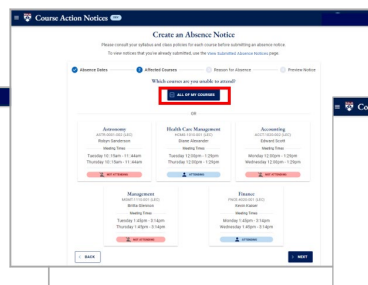
Create Absence Notice

a. Enter the dates of the course absence and click *Next*.



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

Varsity Athletic Competition will only appear in the list for varsity athletes.



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.

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

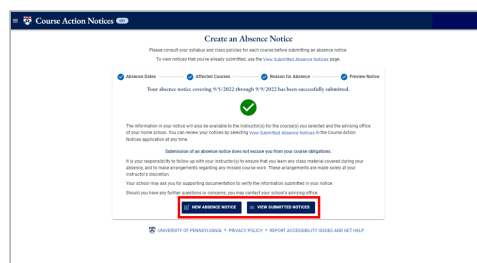
a. Preview the Absence Notice and click *Submit*.

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



b. Receive confirmation of submitted Absence Notice.

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



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

