



Academia Guide: Sick Leave Request

Types of Requests



Address Detail

- Update address details

Personal Details Change

- Update personal details

General

- General Request
- Excused Leave Request


Transfer

- Withdraw from program
- Withdraw from course

Dashboard



- After logging in, you will be directed to the dashboard.

 ZADK Saudi Culinary Arts Academy - Al Khobar

Student

Menu Search

My Dashboard

15/12/2025 To 15/01/2026 Apply Reset

Collapse Dashboard

My Profile

Academics

Request

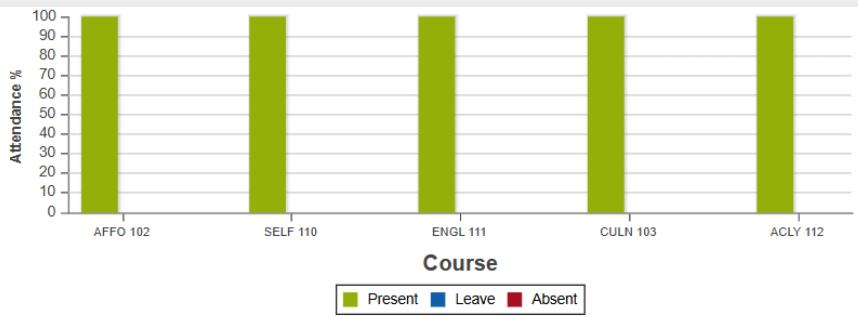
Calendar

January 11 - 17, 2026

Week

	Jan 11, 2026	Mon 12	Tue 13	Wed 14	Today 9:30 am	Fri 16	Sat 17
5am							
6am							
7am							

Attendance Dashlet



Course	Present	Leave	Absent
AFFO 102	100%	0%	0%
SELF 110	100%	0%	0%
ENGL 111	100%	0%	0%
CULN 103	100%	0%	0%
ACLY 112	100%	0%	0%

Notification Dashlet

25 1-1 of 1

Subject	Content	Timing
Reset Password		

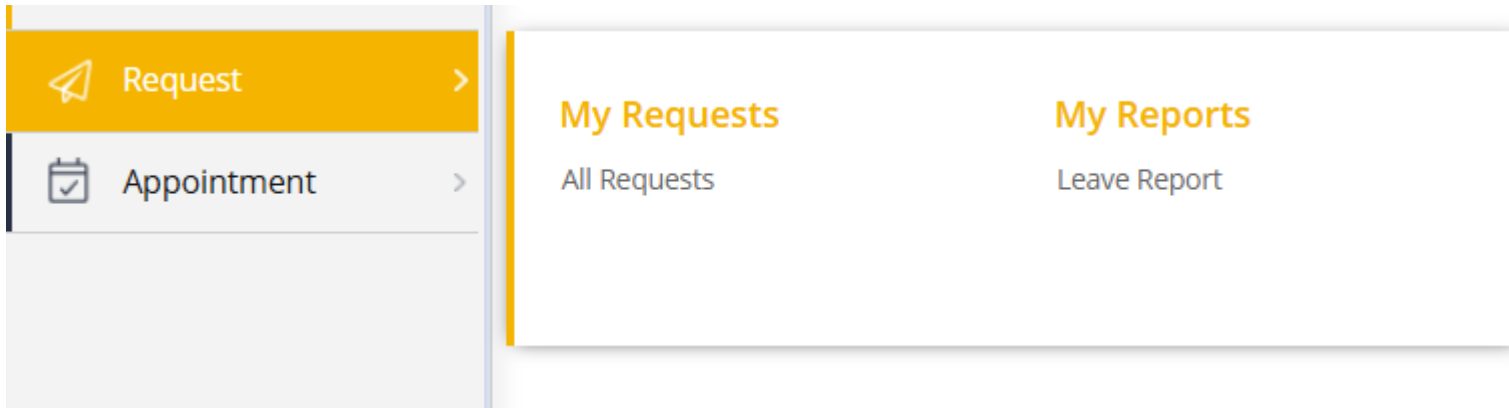
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Release Name:IronMan Release Date:2025-10-16 11:33 Version:3.3.104 About Us Contact Us Privacy Policy

To raise a Personal Detail Change request



- Navigate to “All Requests” from the *Request* menu



To raise an Excused Absence request

1. Select “Raise Request”.

This will open a page with the type of requests that you can choose from.

2. Select “Excused Absence Request”

My Dashboard All Requests

Request ID:

Service Request Status:

Request Category:

From Date: To Date:

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Request ID	Request By	Requester Name	Program	Section	Request Category	Re
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Raise Request

Personal Data Change Request

- ↳ Address Detail
- ↳ Personal Detail Change

Transfer

- ↳ Withdraw From Course
- ↳ Withdraw From Program

General


- ↳ General Request
-
- ↳ Retake Examination



To raise an Excused Absence request

3. Make sure the information is correct,
click on “Upload & Submit” to upload your document



ZADK Saudi Culinary Arts Academy - Al Khobar

Student

Menu Search

My Profile

Academics

Request

Appointment

My Dashboard

All Requests

General Request

Program:
Diploma in Culinary Arts

Intake:
[Redacted]

Period Name:
Semester 2

Academy Location:
ZADK Saudi Culinary Arts Academy - Al Khobar

Campus:
Not Available

Basic Details

Entered By:
[Redacted]

Request Assigned To:
Auto

Instructions:

Request Date: *
28/05/2025

Request By: *
Student

Request Category: *
Excused Absence Request

Request Type: *
Excused Absence Request

Amount:
[Empty Field]

Request Details:
[Empty Text Area]

Upload & Submit

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To raise an Excused Absence request

4. A new section will open at the bottom. Select “Upload”.
5. Give your document an **English** name.
6. Select “Upload” & upload your document.
7. Save



Upload & Submit

Documents

Total Records: 0

Voluntary Documents

Upload Delete

Document Name

Comments:

Submit

Document Details

Document Name: *

sick leave

Select File: *

download.jpg **Upload**

Save **Cancel**

To raise an Excused Absence request

8. Write in the comment section the reason of your absence and the date.
9. Select “Submit” to submit your request.



ZADK Saudi Culinary Arts Academy - Al Khobar

Menu Search

My Profile >

Academics >

Request >

Appointment >

My Dashboard All Requests General Request

Upload & Submit

Documents

Total Records: 1 Voluntary Documents

Upload Delete

Document Name

[sick leave](#)

Comments:

Submit



**If you face any technical issues or have any questions,
please don't hesitate to contact us!**

Student IT Support email:

studentitsupport@zadk.com.sa

Thursday, January 15, 2026

By: Rajaa Zeidan,
IT Support