

# Absence Request Settings

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The Absence Request toolset is part of the [Campus Workflow Suite](#).

**Classic View:** System Administration > Portal > Preferences > Absence Requests

**Search Terms:** Absence Requests

To enable the Absence Request tool in Campus Parent, mark the **Enable Absence Request Portal Tab** checkbox.

This preference is district-wide and is enabled or disabled for all schools.

**Plainview Schools**

Display Options    Self Service    Mobile    **Absence Requests**

Absence Request Settings

This tool is enabled or disabled at the district level. Changes made here will be applied to all schools.

Absence Request Portal Settings

Enable absence request portal tab

See the following articles for information on processing and submitting Absence Requests.

- [Absence Request Processing](#)
- [Absence Request \(Campus Parent\)](#)