Absence Request Processing

Last Modified on 10/22/2022 9:40 am CDT

The Absence Request toolset is part of the Campus Workflow Suite.

Process an Absence Request | Field Descriptions

Classic View: Attendance > Absence Request Processing

Search Terms: Absence Request Processing

Before using the Absence Request Processing tool, be sure the scanning settings have been set up under
System Administration > Scanning. If not, you will see this message:

> ⓘ No configuration has been created for this tool. Please contact your administrator for assistance.

Use the Absence Request Processing tool to manage Absence Requests submitted by a parent or guardian.

What can I do?	What do I need to know?
• Process an Absence Request	• Field Descriptions

Absence Request Processing ⭐   Attendance Office > Attendance Management > Absence Request Processing

Absence Requests

Current Requests

Request Date ↑	Last Name	First Name	Processed	Status
month/d... 📅 ▼	▼	▼	All ▼	Select Status... ▼
04/27/2022	Abegg	Colton	Submitted	Pending
04/27/2022	Zelee	Brenda	Submitted	Pending
05/04/2022	Abegg	Colton	Submitted	Pending

⏮ ◀ 1 ▶ ⏭   10 ▼ items per page   1 - 3 of 3 items

Process an Absence Request

1. Select the request you want to process from the Current Requests list.
   Result: A detailed view of the absence request displays.
   ▸ Click here to expand...
2. Review the absence request information and attendance summary for the student.
3. Select the **Request Status** from the dropdown list.
4. Select an **Excuse Code** from the dropdown list.
5. Enter **Attendance Comments**. (Optional)
6. Click **Process.**
   Result: A confirmation message displays and you are returned to the Current Requests screen. The value in the **Processed** column changes to *Processed* and the **Status** changes to the Request Status you selected.

Field Descriptions

Field	Description
Absence Type	The type of absence request. Options include: Full Day Absence, Arrive Late, or Leave Early. This field can be edited.
Start Date	The first day the student will be absent. This field can be edited.
End Date	The last day the student will be absent. This field can be edited.
Student Name	The name of the student.
Grade	The student's grade level.
Excuse	The reason the student will be absent. The Excuse options can be modified at Custom > Attribute/Dictionary > AbsenceRequest. See the Attribute/Dictionary documentation for additional information.
Current Status	The status of the absence request.
Submitted By	The parent/guardian who entered the absence request.
Submitted Time	The time the absence request was submitted.
Relation to Student	The parent/guardian's relationship to the student.
Guardian	An indicator that the person submitting the absence request is the student's guardian.
Comments	Any comments relating to the student absence.

Field	Description
Attendance Summary	An overview of the student's historical attendance information.

Previous Versions

Absence Request Processing [2.0.1 and previous]