

Absence Request Settings

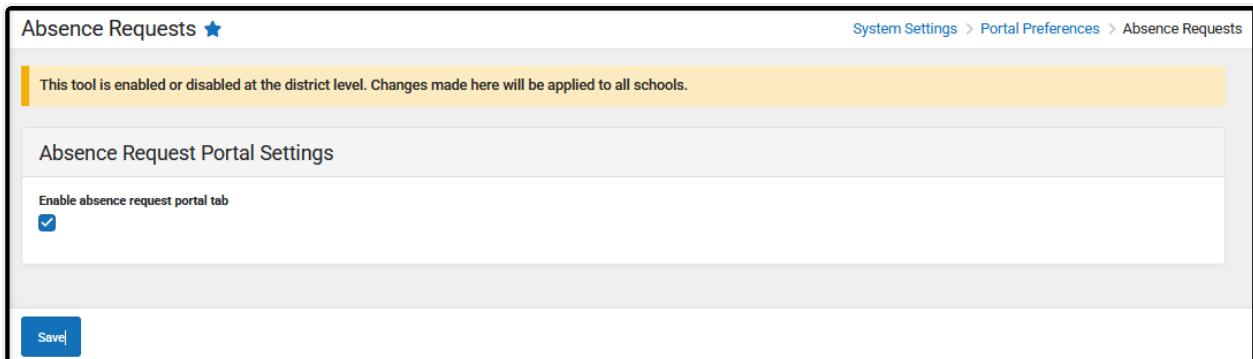
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The Absence Request toolset is part of the [Campus Workflow Suite](#).

Tool Search: Absence Requests

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

This preference is a district-wide setting. Enabling or disabling the Absence Request Portal Tab applies to ALL schools in the district.



Absence Requests ★

System Settings > Portal Preferences > Absence Requests

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

Save

Absence Request Portal Settings Editor

Absence Request Portal Setting Fields

Field	Description
Enable absence request portal tab	Mark this option to turn on the Absence Request Portal Tab in the parent portal. Leave it unmarked if you do not want to enable this option on the portal. NOTE: For the parents to use the Absence Requests tool, Absence Requests in Scanner Settings MUST be enabled.

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

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