

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

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 Requests

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

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

Absence Request: Excuse Code Settings

Districts can add, edit, and modify their excuse codes from Attendance Office > Settings >

Scanner Settings in the Absence Request: Excuse Code Settings. The codes will appear under More > Absence Request in the Campus Parent portal. These settings are available at the District level.

Absence Request: Excuse Code Settings

Show Inactive Excuse Codes
☐ OFF

Excuse Code	Excuse Name	Sequence	Required	Active	
ILL	Illness	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
LATE	Late	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
VAC	Vacation	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
SLEEP	Slept In	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
DR	Doctor/Dental	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
COL	College Visit	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Add Row

Save

Field	Description
Show Inactive Excuse Codes	Toggle On to show all excuse codes or toggle Off to only see active excuse codes.
Excuse Code	The internal code for the excuse.
Excuse Name	The name of the excuse that parents will see on the portal when filling out their absence request.
Sequence	The order excuses will appear in the Excuse field.
Required	<p>Indicates whether a document upload is required when selecting the excuse. The maximum file size of the document upload is 2MB.</p> <p>If this is unchecked, the document upload button will still appear, but it will not be required.</p> <p>Parents are only allowed to upload one document per request. This means that if the absence request has three students, all three students will have the same document attached to their absence request, even if it does not pertain to them.</p> <p>The uploaded document will only be viewable and live on the Absence Request itself. It will not be viewable in Person Documents or elsewhere in Infinite Campus.</p>

Active	If checked, the excuse is available for users to select. If unchecked, it is not available for users to select.
Delete	<p>Remove the excuse from the Absence Request: Excuse Code Settings.</p> <p>Excuse Codes cannot be deleted if they are associated with an Absence Request record or with a Check In/Out Kiosk button. These codes are denoted by a lock icon instead of a trashcan.</p>