

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 Types

Absence Request Types, found in [Core Attribute/Dictionary](#), are used to determine the type of absence the student will have. You can make changes to the Name of the type if needed. However, if you edit or remove the code OR uncheck the Active checkbox, that option will no longer be available for parents to select.

Core Attribute/Dictionary ☆

System Settings > Custom Data and Links > Core Attribute/Dictionary

Save

Campus Attributes/Dictionary Editor

- [-] AbsenceRequests
 - [-] Absence Type
 - [-] Dictionary (4 Entries)
 - [-] Excuse
- [-] AcademicProgram
- [-] AcctAcadStdGroup
- [-] AcctAcadStdItem
- [-] AcctProfLevelGroup
- [-] AcctProfLevelItem
- [-] ActivityRegistration
- [-] AltDeliveryService
- [-] AltProgram
- [-] AltStudentLinkItem

Absence Type Dictionary Detail

Add Row

	Code	Name	Seq	Value	Standard Code	Active
✕	fullDay	Full Day	0			X
✕	leaveReturn	Leave then Return	0			X
✕	arriveLate	Arrive Late	1			X
✕	leaveEarly	Leave Early	2			X

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