

## **Absence Request Settings**

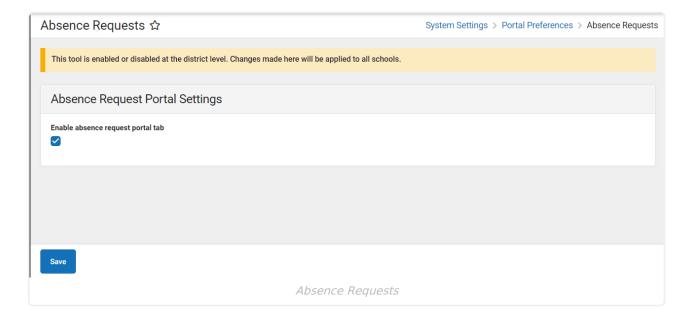
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The Absence Request toolset is part of the Campus Workflow Suite.

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.



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.



