Absence Request Settings

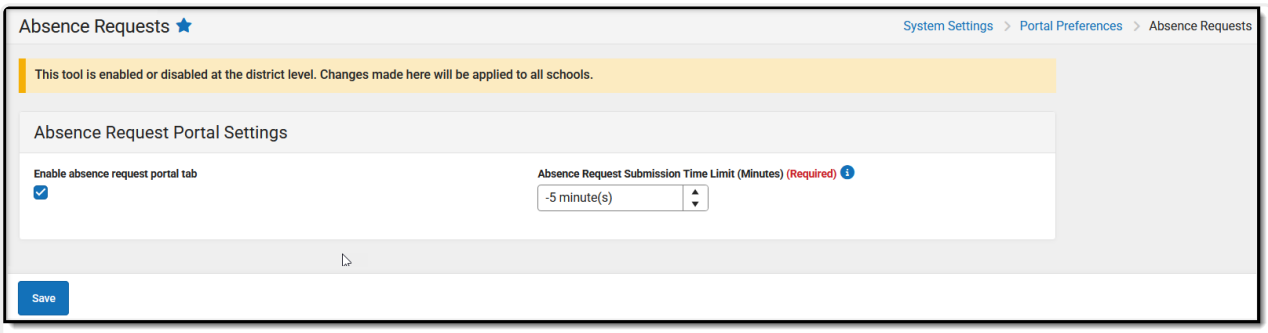
Last Modified on 10/27/2026 8:26 am CDT

Absence Request tools are available with 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 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 parents to use the Absence Requests tool, Absence Requests in Scanner Settings MUST be enabled.**

Field	Description
Absence Request Submission Time Limit (Minutes) ***Required***	Adjusts the earliest allowed arrival/departure time for absence requests submitted by parents. • Use a negative value (e.g., -5) to allow parents to select an arrival/departure time up to 5 minutes in the past. • Use a positive value (e.g., 5) to ensure parents select an arrival/departure time no earlier than 5 minutes in the future. • Use 0 to ensure parents select an arrival/departure time no earlier than the current time. • Number of minutes must be between -5 and 480.

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

- Absence Request Processing
- Absence Request (Campus Parent)