Absence Request Processing

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

Review an Absence Request | Processing the Absence Request | Mass Process Absence Requests | Field Descriptions

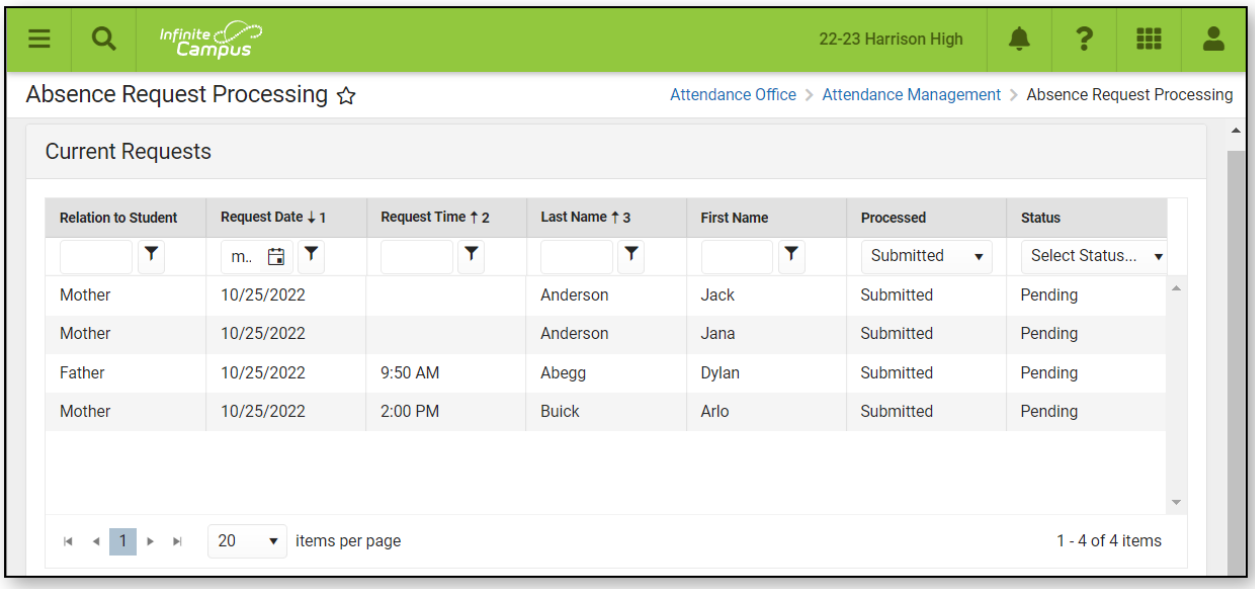
Tool Search: Absence Request Processing

Before using the Absence Request Processing tool, be sure the scanning settings have been set up under **System Administration > Scanning**. If not, you will see this message:

> No configuration has been created for this tool. Please contact your administrator for assistance.

Use the Absence Request Processing tool to manage Absence Requests submitted by a parent or guardian.

What can I do?	What do I need to know?
• Process an Absence Request • Mass Process Absence Requests	• Field Descriptions



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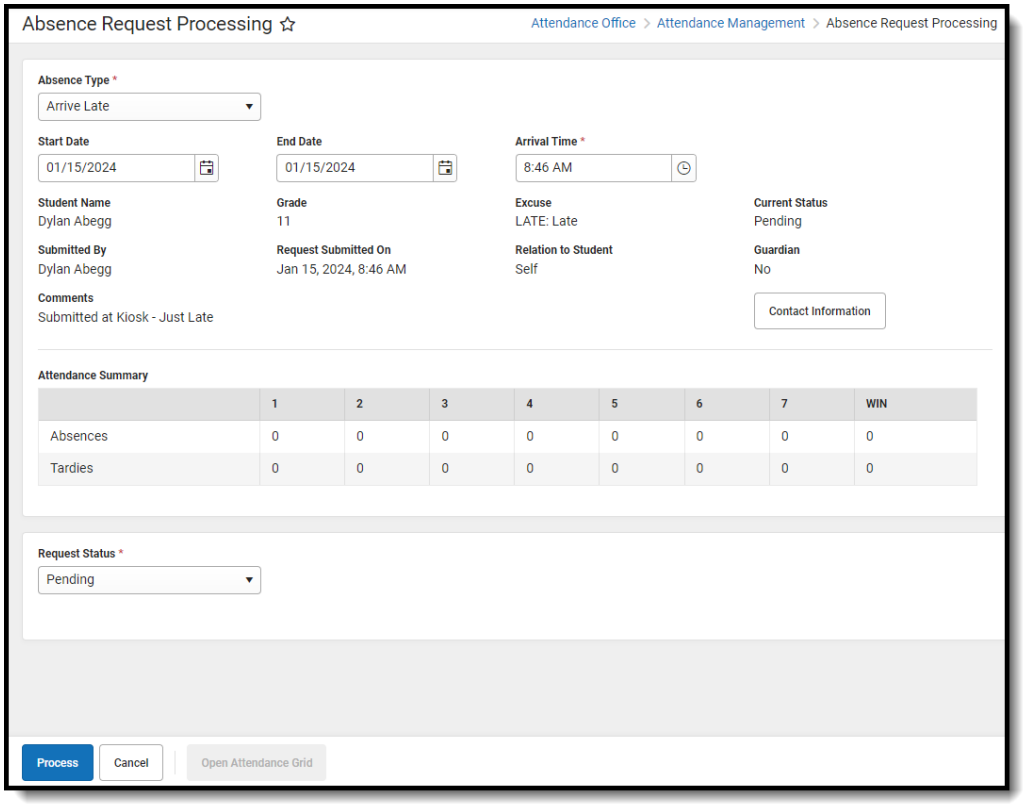
Review an Absence Request

1. Select the request you want to process from the Current Requests list.
   Result: A detailed view of the absence request displays.



2. Review the absence request information and attendance summary for the student.
3. If the attendance request is a late arrival or early departure for today, it can be processed from the absence request or by clicking the Open Attendance Grid button at the bottom.

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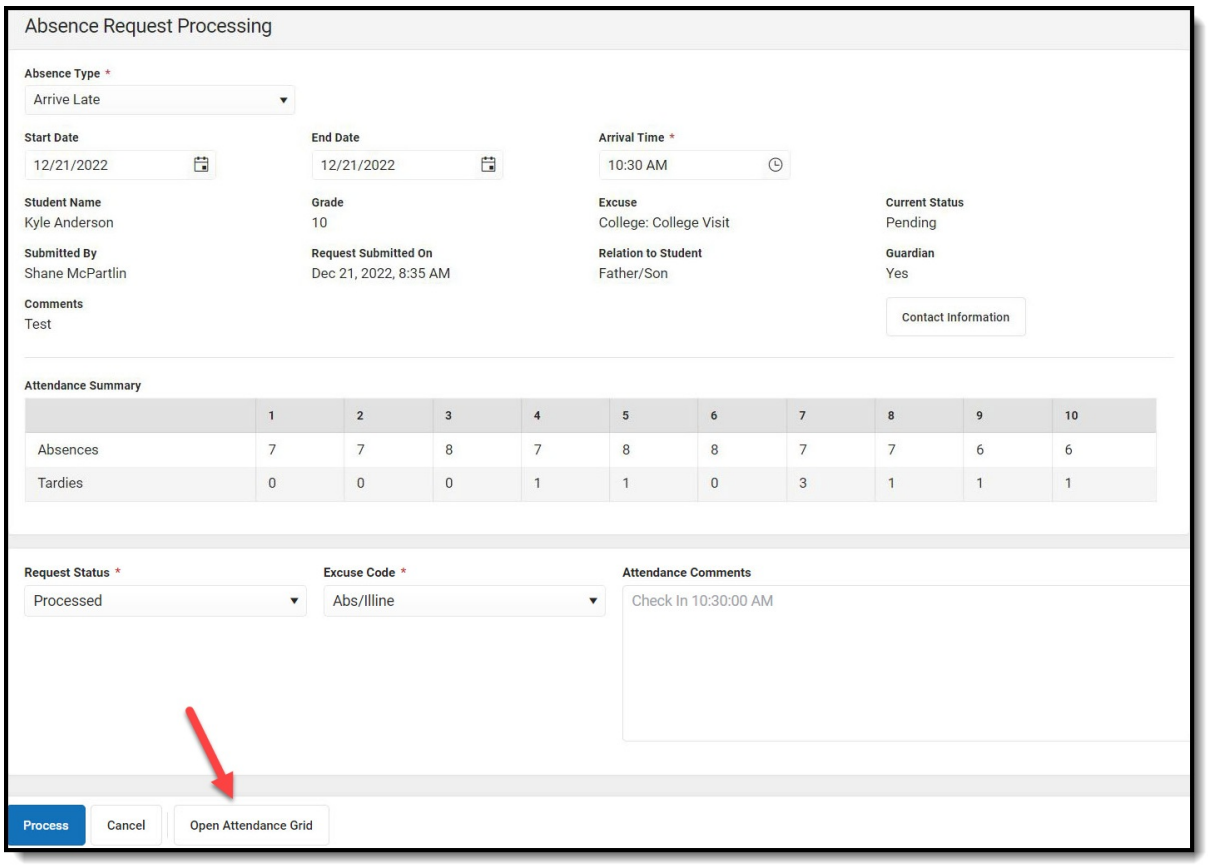

Processing the Absence Request

1. If processing the request, select the **Request Status** from the dropdown list.
2. Select an **Excuse Code** from the dropdown list.
3. Enter **Attendance Comments**. (Optional)
4. Click **Process.**
   Result: A confirmation message displays and you are returned to the Current Requests screen. The value in the **Processed** column changes to *Processed* and the **Status** changes to the Request Status you selected.

Mass Process Absence Requests

Multiple submitted absence requests can be processed by selecting an Excuse from the header dropdown and using the Mass Process button.

1. Select an **Excuse** from the dropdown list in the table header.
2. Click **Mass Process** in the bottom left corner.
3. Select an **Attendance Code** and enter any Attendance Comments.
4. Click **Process**. The Absence Requests will now appear in the table as Processed.

Field Descriptions

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Field	Description
Absence Type	The type of absence request. Options include: Full Day Absence, Arrive Late, or Leave Early. This field can be edited.
Start Date	The first day the student will be absent. This field can be edited.
End Date	The last day the student will be absent. This field can be edited.
Arrival/Departure Time	If the absence request is Arriving Late or Leave Early, the time the parent indicated they would be arriving or leaving.
Student Name	The name of the student.
Grade	The student's grade level.
Excuse	The reason the student will be absent. The Excuse options can be modified at Custom > Attribute/Dictionary > AbsenceRequest. See the Attribute/Dictionary documentation for additional information.
Current Status	The status of the absence request.
Submitted By	The parent/guardian who entered the absence request.
Request Submitted On	The date and time the absence request was submitted.
Relation to Student	The parent/guardian's relationship to the student.
Guardian	An indicator that the person submitting the absence request is the student's guardian.
Comments	Any comments relating to the student absence.
Contact Information	Clicking this button opens a pop-up listing the student's guardians and their contact information.
Attendance Summary	An overview of the student's historical attendance information.
Request Status	The status assigned to the absence request: **Processed** - used for when an absence request has been successfully processed. **Ignore** - used for when an absence request has been rejected. **Hold** - used to indicate an absence request needs additional information before being fully processed. **Pending** - used when an absence request has been received from parents, but has not yet been addressed or processed.
Excuse Code	The attendance code applied to a processed absence request.

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Field	Description
Attendance Comments	Additional comments related to the absence.
Processed By	The user who processed the absence request.
Processed Date	The date the absence request was processed.

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