

Absence Request Processing

Last Modified on 04/06/2026 12:37 pm CDT

The Absence Request toolset is part of the [Campus Workflow Suite](#).

Tool Search: Absence Request Processing

Before using the Absence Request Processing tool, be sure the [Scanner Settings](#) have been set up under

Attendance Office > Settings > Scanner Settings. If not, you will see this message:

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

The Tardy Threshold and the Absent Threshold in [Scanner Settings](#) must be entered for each school/calendar for the Absent Request Processing to function.

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

Absence Request Processing ★
[Attendance Office](#) > [Attendance Management](#) > Absence Request Processing

Current Requests

Relation to Student	Request Date ↓ 1	Request Time ↓ 2	Last Name ↑ 3	First Name	Excuse	Processed	Status
<input type="text"/>	mont ...	hour.m...	<input type="text"/>	<input type="text"/>	All	Submitted	Select Stat...
Parent	02/19/2026		A	Mark	Vac	Submitted	Pending
Self	02/11/2026	9:38 AM	B	Allison	Vac	Submitted	Awaiting Parent Verification
Self	02/10/2026	1:54 PM	A	Mark	Vac	Submitted	Awaiting Parent Verification
Self	02/10/2026	1:53 PM	A	Mark	Vac	Submitted	Awaiting Parent Verification
Self	02/10/2026	1:52 PM	S	Justin	Vac	Submitted	Hold

⏪ 1 ⏩ 20 items per page 1 - 5 of 5 items

Toggle Mass Process

Absence Request Processing - Current Requests

See the [Absence Request Processing Tool Rights](#) article for information about rights needed

to use this tool.

Current Requests Filter Options

Field	Description								
Relation to Student	Use the Relation to Student field to filter the list of requests by the relationship of the requester to the student: Self or Parent/Guardian. Leave the filter option blank to include all relations.								
Request Date	The Request Date field allows users to filter the results by the date on which the absence request begins. Leave this filter blank to include all dates.								
Request Time	The Request Time column to filter the list of requests by the parent-indicated time of arrival or departure for Arriving Late or Leave Early absence requests. This column remains blank for Full-Day absence requests. Leave this filter blank to include all request times.								
Last Name	The Last Name field allows users to filter the results by the student's last name.								
First Name	The First Name field allows users to filter the results by the student's first name.								
Excuse	<p>Use the Excuse field to filter the results by the Excuse reason entered for the student's absence.</p> <p>Excuse options can be modified in District-Wide Scanner Settings. All Schools MUST be selected.</p>								
Processed	<p>The Processed column allows users to filter results by the request's processing status: All, Submitted, or Processed. Leave this filter blank to include all requests.</p> <table border="1"> <thead> <tr> <th>Process Status</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>All</td> <td>Use this selection to include all requests.</td> </tr> <tr> <td>Submitted</td> <td>Select Submitted to include only requests currently in a Submitted status.</td> </tr> <tr> <td>Processed</td> <td>Use Processed to include only requests that have been processed.</td> </tr> </tbody> </table>	Process Status	Description	All	Use this selection to include all requests.	Submitted	Select Submitted to include only requests currently in a Submitted status.	Processed	Use Processed to include only requests that have been processed.
Process Status	Description								
All	Use this selection to include all requests.								
Submitted	Select Submitted to include only requests currently in a Submitted status.								
Processed	Use Processed to include only requests that have been processed.								

Field	Description										
Status	<p>Use the Status column to filter the results by the status currently assigned to the absence request:</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Pending</td> <td>The absence request has been submitted by parent/guardian. The request has not yet been reviewed or processed by office staff.</td> </tr> <tr> <td>Processed</td> <td>The absence request has been successfully processed and approved by office staff.</td> </tr> <tr> <td>Hold</td> <td>The absence request requires additional information before the request can be processed. Requests in a Hold status can be processed without this additional information. Check your district policy before processing requests in a Hold status.</td> </tr> <tr> <td>Ignore</td> <td>The absence request has been rejected/declined by office staff.</td> </tr> </tbody> </table>	Status	Description	Pending	The absence request has been submitted by parent/guardian. The request has not yet been reviewed or processed by office staff.	Processed	The absence request has been successfully processed and approved by office staff.	Hold	The absence request requires additional information before the request can be processed. Requests in a Hold status can be processed without this additional information. Check your district policy before processing requests in a Hold status.	Ignore	The absence request has been rejected/declined by office staff.
Status	Description										
Pending	The absence request has been submitted by parent/guardian. The request has not yet been reviewed or processed by office staff.										
Processed	The absence request has been successfully processed and approved by office staff.										
Hold	The absence request requires additional information before the request can be processed. Requests in a Hold status can be processed without this additional information. Check your district policy before processing requests in a Hold status.										
Ignore	The absence request has been rejected/declined by office staff.										
Toggle Mass Process	Use this option to process a large number of requests at once. See Mass Process Absence Requests for more information.										

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.

Absence Request Processing Attendance Office > Attendance Management > Absence Request Processing

Absence Type (Required)
 Arrive Late Contact Information

Start Date 11/18/2024 **End Date** 11/18/2024 **Arrival Time (Required)** 11:45 AM

Student Name Mark Aagard **Grade** 12 **Excuse** Appt: Medical Appointment **Current Status** Pending

Submitted By Eric Ahn **Request Submitted On** Nov 18, 2024, 11:53 AM **Relation to Student** Parent **Guardian** Yes

Uploaded Document procedure.png **Comments** Arrived late due to doctor appointment.

Attendance Summary

	1	EB	1	2	2	3A	3A	3B	3B	3C	4	4A	4B	4C	5	6	7
Absences	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tardies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Request Status (Required)
 Pending

Process **Cancel** **Open Attendance Grid**

2. Review the absence request information and attendance summary for the student.
 - The Attendance Summary shows the student's attendance from the current term.
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. See the [Attendance Grid](#) section for more information.
4. For information on how Attendance Codes are determined/applied, see [New Excuse Field Logic](#).

Absence Request Processing Attendance Office > Attendance Management > Absence Request Processing

Absence Type (Required)
 Arrive Late Contact Information

Start Date 11/18/2024 **End Date** 11/18/2024 **Arrival Time (Required)** 11:45 AM

Student Name Mark Aagard **Grade** 12 **Excuse** Appt: Medical Appointment **Current Status** Pending

Submitted By Eric Ahn **Request Submitted On** Nov 18, 2024, 11:53 AM **Relation to Student** Parent **Guardian** Yes

Uploaded Document procedure.png **Comments** Arrived late due to doctor appointment.

Attendance Summary

	1	EB	1	2	2	3A	3A	3B	3B	3C	4	4A	4B	4C	5	6	7
Absences	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tardies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Request Status (Required) Processed **Excuse Code (Required)** Tame: Tardy AM - Excused **Attendance Comments** Arriving 11:45 AM

Buttons: Process, Cancel, Open Attendance Grid

Absence Request Processing Field Descriptions

Field	Description
Absence Type <i>Required</i>	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 <i>Required</i>	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.

Field	Description
Excuse	<p>The reason for the student's absence.</p> <p>Excuse options can be modified in District-Wide Scanner Settings. All Schools MUST be selected.</p>
Current Status	The status of the absence request.
Submitted By	The student or 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. The relation may also be Self if the student submitted the request (via the Check In/Out Kiosk).
Guardian	An indicator that the person submitting the absence request is the student's guardian.
Uploaded Document	A document uploaded with the absence request. This can be viewed by clicking the document link. Documents are limited to 2 MB. See Supported File Types for a list of accepted file types.
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.

Field	Description										
Request Status <i>Required</i>	<p>The status currently assigned to the absence request:</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Pending</td> <td>The absence request has been submitted by parent/guardian. The request has not yet been reviewed or processed by office staff.</td> </tr> <tr> <td>Processed</td> <td>The absence request has been successfully processed and approved by office staff.</td> </tr> <tr> <td>Hold</td> <td>The absence request requires additional information before the request can be processed. Requests in a Hold status can be processed without this additional information. Check your district policy before processing requests in a Hold status.</td> </tr> <tr> <td>Ignore</td> <td>The absence request has been rejected/declined by office staff.</td> </tr> </tbody> </table>	Status	Description	Pending	The absence request has been submitted by parent/guardian. The request has not yet been reviewed or processed by office staff.	Processed	The absence request has been successfully processed and approved by office staff.	Hold	The absence request requires additional information before the request can be processed. Requests in a Hold status can be processed without this additional information. Check your district policy before processing requests in a Hold status.	Ignore	The absence request has been rejected/declined by office staff.
Status	Description										
Pending	The absence request has been submitted by parent/guardian. The request has not yet been reviewed or processed by office staff.										
Processed	The absence request has been successfully processed and approved by office staff.										
Hold	The absence request requires additional information before the request can be processed. Requests in a Hold status can be processed without this additional information. Check your district policy before processing requests in a Hold status.										
Ignore	The absence request has been rejected/declined by office staff.										
Excuse Code <i>Required</i>	The attendance code applied to a processed absence request.										
Attendance Comments	Additional comments related to the absence.										

Absence Request Check In Logic

Absence Request Check In Logic

- The system compares the attendance code assigned to the period the student is checking into against periods before and after the check-in. If the student is checking in during passing time OR during an unscheduled period, the code from the next scheduled period is used.
- For any periods *before* the check-in, the system compares each period working backward one-by-one from the current period:
 - If the Attendance Codes match OR the attendance was entered by the teacher, the code is overwritten to the default code (which is the initial attendance code chosen by the reviewer) and continues to check prior periods.
 - If Attendance Codes do NOT match AND is attendance was NOT entered by the teacher, the existing codes are left as-is, and no further checks are performed for future periods.
- For any periods *after* the check-in, the system compares each period working forward one-by-one from the current period:
 - If the Attendance Codes match OR the attendance was entered by the teacher, the code is removed (because the student is now present in school) and continues to check future periods.
 - If Attendance Codes do NOT match AND attendance was NOT entered by the teacher, the existing codes are left as-is, and no further checks are performed for future periods.

Absence Request Check Out Logic

Absence Request Check Out Logic

- The system compares the attendance code assigned to the period the student is checking out of against periods after the check-out. If a student checks out during passing time OR an unscheduled period, the code from the next period is used.
- For any periods *before* the check-out:
 - All existing attendance will remain as-is since check-outs don't affect prior periods.
- For any periods *after* the check-out the system compares each period working forward one-by-one from the current period:
 - If the Attendance Codes match OR the attendance was entered by the teacher, the code is overwritten to the default code (which is the initial attendance code chosen by the reviewer) and continues to check future periods.
 - If Attendance Codes do NOT match AND attendance was NOT entered by the teacher, the existing codes are left as-is, and no further checks are performed for future periods.

Exception Logic

- If a user processes an absence request without reviewing the Attendance Grid, the new defaults are used to assign attendance to the student in the request.
 - Users can still manually change the attendance codes prior to processing the scan/request.

The Attendance Grid

The Attendance Grid allows users to manually adjust attendance as needed if the automated filling of attendance codes doesn't meet their needs.

Attendance Grid - □ ×

Period	Course(s)	Room(s)	Excuse Name	Status	Excuse	New Excuse	Comments
1	Scanning - 1	100	AUX: Absent Unexcused	A	U	AEX: Absent Excused ▼	CheckIn 09:52 AM
2	Scanning - 2	100	AUX: Absent Unexcused	A	U	AEX: Absent Excused ▼	CheckIn 09:52 AM
3	Scanning - 3	100	AUX: Absent Unexcused	A	U	AEX: Absent Excused ▼	CheckIn 09:52 AM
4	Scanning - 4	100	AUX: Absent Unexcused	A	U	AEX: Absent Excused ▼	CheckIn 09:52 AM
5	Scanning - 5	100	AUX: Absent Unexcused	A	U	AEX: Absent Excused ▼	CheckIn 09:52 AM
6	Scanning - 6	100				▼	
7	Scanning - 7	100				▼	
8	Scanning - 8	100				▼	
9	Scanning - 9	100				▼	
10	Scanning - 10	100				▼	
No Times			No attendance taken			▼	

Process | Fill Up | Retain Existing Codes | Reset | Clear
Contact Information

Absence Request Processing - Attendance Grid

Attendance Grid Fields

Field	Description
Period	The name/number of the Period .
Course(s)	The name of the Course(s) in which the student is rostered for the given period.
Room(s)	The Room in which the Course is scheduled.
Excuse Name	The Excuse Name field lists the existing excuse code and name used for the selected period.

Field	Description
Status	The attendance Status for the period. Statuses are set for excuses in Attendance Code Setup .
Excuse	The existing Excuse code for the period. Excuse codes are created at the school-level in Attendance Code Setup .
New Excuse	<p>The New Excuse code to use for the selected period. See New Excuse Field Logic for more information.</p> <div data-bbox="416 544 1422 629" style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;"> <p>Users with R (Read) rights only cannot modify the New Excuse.</p> </div>
Comments	Use the Comments field to enter any additional information about the absence.
Process	Click Process to process the absence requests.

Field	Description	
Fill Up/Fill Down	Absence Request Type	Logic
	Check In (Arrive Late)	<ul style="list-style-type: none"> • The Fill Up button is available for Check In (Arrive Late) absence requests. • Press Fill Up immediately after opening the grid to assign the default excuse code used for the period to which the student is checking in and use the same excuse code to fill up for all previous periods. • If the student is checking in during passing time, the code initially selected by the user (on the prior screen) is used and fills up for any periods preceding passing time.
	Check Out (Leave Early)	<ul style="list-style-type: none"> • The Fill Down button is available for Check Out (leave early) absence requests. • Press Fill Down immediately after opening the grid to assign the default excuse code used for the period from which the student is checking out and the same excuse code to fill down for all subsequent periods. • If the student is checking out during passing time, the code initially selected by the user (on the prior screen) is used and and fills down for any subsequent periods after passing time.
<p>NOTE: Users may also change a code anywhere in the grid and then use the Fill Up or Fill Down button to fill up/down from that spot, using the code they selected for that period.</p>		
Retain Existing Codes	The Retain Existing Codes button is used to revert values entered in the New Excuse column to the existing codes listed in the Excuse column.	

Field	Description
Reset	If values in the New Excuse column were cleared in error, press Reset to reset the default New Excuse values.
Clear	Press Clear to remove all selected values in the New Excuse and Comments fields.
Contact Information	Use the Contact Information button to view a list of contacts and contact information for the student.

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 **Open Attendance Grid** to review how your attendance codes and comments will be applied to the student.
5. 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

Users can process multiple submitted absence requests at one time using the Toggle Mass Process button.

1. Press the **Toggle Mass Process** button.
2. Select the requests to include in the mass process.
3. When finished selecting the appropriate requests, press **Mass Process**.

Mass Processing 2 Request(s)

Attendance Code (Required)

Attendance Comments

Check In/Out time will be commented if left blank

Process

Mass Process Editor

4. Use the **Attendance Code** drop-list to select the excuse code to apply to all selected absence requests.
5. If necessary, enter any **Attendance Comments**.
6. Click **Process** to process the absence requests.