

## **Absence Request Processing**

Last Modified on 06/24/2025 9:40 am CDT

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

<u>Review an Absence Request</u> | <u>Processing the Absence Request</u> | <u>Mass Process Absence Requests</u> | <u>Field Descriptions</u>

Tool Search: Absence Request Processing

Before using the Absence Request Processing tool, be sure the <u>Scanner Settings</u> 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 <u>Scanner Settings</u> 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.

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bsence Request Processing ☆ Attendance Office > Attendance Management > Absence Request Processing										
Cu	rrent R	equest	is							
Re	lation to S	Student	Request Date ↓ 1	Request Time † 2	Last Name † 3	First Name	Processed	Status		
		T	m 🛱 🗡	T	T	T	Submitted •	Select Statu	us 🔻	
M	other		10/25/2022		Anderson	Jack	Submitted	Pending	*	
M	other		10/25/2022		Anderson	Jana	Submitted	Pending		
Fa	ather		10/25/2022	9:50 AM	Abegg	Dylan	Submitted	Pending		
M	other		10/25/2022	2:00 PM	Buick	Arlo	Submitted	Pending		
									-	
M	▲ 1	• •	20 • items pe	r page				1 - 4 of 4	4 items	

See the Absence Request Processing Tool Rights article for information about rights needed



### **Review an Absence Request**

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

Absence Type (Rec	uired)															h	
Arrive Late	•										Con	tact Inforr	nation				
Start Date				End Date Arrival Time (Required)													
11/18/2024				11/18/2024					11:45 AM								
Student Name Mark Aagard	Gr 12	Grade     Excuse       12     Appt: Medical Appointment								Current Status Pending							
Submitted By Eric Ahn			Re	equest S	ubmitted 024, 11	10n 1:53 AM		Rel Pa	Relation to Student Guardian								
Uploaded Document     Comments       procedure.png     Arrived late due to doctor appointment.																	
Attendance Summ	1	EB	1	2	2	3A	ЗА	3B	3B	3C	4	<b>4</b> A	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 (Re	quired)																
Pending																	

- 2. Review the absence request information and attendance summary for the student.
  - $\,\circ\,$  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.

Absence Type (Requi	red)		_															
Arrive Late			•										Con	tact Inforr	mation			
Start Date			Er	id Date				Arri	val Time (I	Required)								
11/18/2024		ä		11/18/2	024		Ċ.	1	1:45 AM		(	Ð						
Student Name Mark Aagard				Grade 12					Excuse Appt: Medical Appointment					Current Status Pending				
Submitted By Eric Ahn				Request Submitted On     Relation to Student       Nov 18, 2024, 11:53 AM     Parent									Guardian Yes					
Uploaded Document     Comments       procedure.png     Arrived late due to doctor appointment.																		
Attendance Summary	1																	
	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 (Requ	iired)		Ð	cuse Co	de (Requ	iired)		Atte	endance C	omments								
Processed			•	Tame: T	ardy Al	M - Excus	ed	• A	rriving 11	:45 AM								

### **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**

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**

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 in <u>District Wide Scanner</u> <u>Settings</u> when All Calendars is selected.
Current Status	The status of the absence request
Submitted By	The parent/quardian 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.
Uploaded Document	A document that was uploaded when the absence request was made. This can be viewed by clicking the document link.
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	The status assigned to the absence request: <b>Processed</b> - used for when an absence request has been successfully processed. <b>Ignore</b> - used for when an absence request has been rejected. <b>Hold</b> - used to indicate an absence request needs additional information before being fully processed. <b>Pending</b> - 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.
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.