

# Absence Request Processing

Last Modified on 05/26/2026 10:02 am 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 ... <input type="text"/>	hour.m... <input type="text"/>	<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								
<b>Relation to Student</b>	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.								
<b>Request Date</b>	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.								
<b>Request Time</b>	The Request Time column to filter the list of requests by the parent-indicated time of arrival or departure for <b>Arriving Late</b> or <b>Leave Early</b> absence requests. This column remains blank for <b>Full-Day</b> absence requests. Leave this filter blank to include all request times.								
<b>Last Name</b>	The Last Name field allows users to filter the results by the student's last name.								
<b>First Name</b>	The First Name field allows users to filter the results by the student's first name.								
<b>Excuse</b>	Use the Excuse field to filter the results by the Excuse reason entered for the student's absence.  <div style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"> <p><b>Excuse options can be modified in <a href="#">District-Wide Scanner Settings</a>. All Schools MUST be selected.</b></p> </div>								
<b>Processed</b>	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.  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Process Status</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><b>All</b></td> <td>Use this selection to include all requests.</td> </tr> <tr> <td><b>Submitted</b></td> <td>Select Submitted to include only requests currently in a Submitted status.</td> </tr> <tr> <td><b>Processed</b></td> <td>Use Processed to include only requests that have been processed.</td> </tr> </tbody> </table>	Process Status	Description	<b>All</b>	Use this selection to include all requests.	<b>Submitted</b>	Select Submitted to include only requests currently in a Submitted status.	<b>Processed</b>	Use Processed to include only requests that have been processed.
Process Status	Description								
<b>All</b>	Use this selection to include all requests.								
<b>Submitted</b>	Select Submitted to include only requests currently in a Submitted status.								
<b>Processed</b>	Use Processed to include only requests that have been processed.								

Field	Description										
<b>Status</b>	<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><b>Pending</b></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><b>Processed</b></td> <td>The absence request has been successfully processed and approved by office staff.</td> </tr> <tr> <td><b>Hold</b></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><b>Ignore</b></td> <td>The absence request has been rejected/declined by office staff.</td> </tr> </tbody> </table>	Status	Description	<b>Pending</b>	The absence request has been submitted by parent/guardian. The request has not yet been reviewed or processed by office staff.	<b>Processed</b>	The absence request has been successfully processed and approved by office staff.	<b>Hold</b>	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.	<b>Ignore</b>	The absence request has been rejected/declined by office staff.
Status	Description										
<b>Pending</b>	The absence request has been submitted by parent/guardian. The request has not yet been reviewed or processed by office staff.										
<b>Processed</b>	The absence request has been successfully processed and approved by office staff.										
<b>Hold</b>	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.										
<b>Ignore</b>	The absence request has been rejected/declined by office staff.										
<b>Toggle Mass Process</b>	Use this option to process a large number of requests at once. See <a href="#">Mass Process Absence Requests</a> 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

Absence Requests may encounter issues with period schedules with periods that overlap.

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
<b>Absence Type</b> <i>Required</i>	The type of absence request. Options include: Full Day Absence, Arrive Late, or Leave Early. This field can be edited.
<b>Start Date</b>	The first day the student will be absent. This field can be edited.
<b>End Date</b>	The last day the student will be absent. This field can be edited.
<b>Arrival/Departure Time</b> <i>Required</i>	If the absence request is Arriving Late or Leave Early, the time the parent indicated they would be arriving or leaving.
<b>Student Name</b>	The name of the student.
<b>Grade</b>	The student's grade level.

Field	Description
<b>Excuse</b>	<p>The reason for the student's absence.</p> <p><b>Excuse options can be modified in <a href="#">District-Wide Scanner Settings</a>. All Schools MUST be selected.</b></p>
<b>Current Status</b>	The status of the absence request.
<b>Submitted By</b>	The student or parent/guardian who entered the absence request.
<b>Request Submitted On</b>	The date and time the absence request was submitted.
<b>Relation to Student</b>	The parent/guardian's relationship to the student. The relation may also be <b>Self</b> if the student submitted the request (via the Check In/Out Kiosk).
<b>Guardian</b>	An indicator that the person submitting the absence request is the student's guardian.
<b>Uploaded Document</b>	A document uploaded with the absence request. This can be viewed by clicking the document link. Documents are limited to 2 MB. See <a href="#">Supported File Types</a> for a list of accepted file types.
<b>Comments</b>	Any comments relating to the student absence.
<b>Contact Information</b>	Clicking this button opens a pop-up listing the student's guardians and their contact information.
<b>Attendance Summary</b>	An overview of the student's historical attendance information.

Field	Description										
<b>Request Status</b> <i>Required</i>	The status currently assigned to the absence request: <table border="1" data-bbox="464 318 1422 936"> <thead> <tr> <th>Status</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><b>Pending</b></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><b>Processed</b></td> <td>The absence request has been successfully processed and approved by office staff.</td> </tr> <tr> <td><b>Hold</b></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><b>Ignore</b></td> <td>The absence request has been rejected/declined by office staff.</td> </tr> </tbody> </table>	Status	Description	<b>Pending</b>	The absence request has been submitted by parent/guardian. The request has not yet been reviewed or processed by office staff.	<b>Processed</b>	The absence request has been successfully processed and approved by office staff.	<b>Hold</b>	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.	<b>Ignore</b>	The absence request has been rejected/declined by office staff.
Status	Description										
<b>Pending</b>	The absence request has been submitted by parent/guardian. The request has not yet been reviewed or processed by office staff.										
<b>Processed</b>	The absence request has been successfully processed and approved by office staff.										
<b>Hold</b>	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.										
<b>Ignore</b>	The absence request has been rejected/declined by office staff.										
<b>Excuse Code</b> <i>Required</i>	The attendance code applied to a processed absence request.										
<b>Attendance Comments</b>	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
<b>Period</b>	The name/number of the <b>Period</b> .
<b>Course(s)</b>	The name of the <b>Course(s)</b> in which the student is rostered for the given period.
<b>Room(s)</b>	The <b>Room</b> in which the Course is scheduled.
<b>Excuse Name</b>	The <b>Excuse Name</b> field lists the existing excuse code and name used for the selected period.

Field	Description
<b>Status</b>	The attendance <b>Status</b> for the period. Statuses are set for excuses in <a href="#">Attendance Code Setup</a> .
<b>Excuse</b>	The existing <b>Excuse</b> code for the period. Excuse codes are created at the school-level in <a href="#">Attendance Code Setup</a> .
<b>New Excuse</b>	<p>The <b>New Excuse</b> code to use for the selected period. See <a href="#">New Excuse Field Logic</a> 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>
<b>Comments</b>	Use the <b>Comments</b> field to enter any additional information about the absence.
<b>Process</b>	Click <b>Process</b> to process the absence requests.

Field	Description	
<b>Fill Up/Fill Down</b>	<b>Absence Request Type</b>	<b>Logic</b>
	<b>Check In (Arrive Late)</b>	<ul style="list-style-type: none"> <li>• The <b>Fill Up</b> button is available for Check In (Arrive Late) absence requests.</li> <li>• Press <b>Fill Up</b> 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.</li> <li>• If the student is checking <b>in</b> 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.</li> </ul>
	<b>Check Out (Leave Early)</b>	<ul style="list-style-type: none"> <li>• The <b>Fill Down</b> button is available for Check Out (leave early) absence requests.</li> <li>• Press <b>Fill Down</b> 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.</li> <li>• If the student is checking <b>out</b> 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.</li> </ul>
<p><b>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.</b></p>		
<b>Retain Existing Codes</b>	The <b>Retain Existing Codes</b> button is used to revert values entered in the New Excuse column to the existing codes listed in the Excuse column.	

Field	Description
<b>Reset</b>	If values in the New Excuse column were cleared in error, press <b>Reset</b> to reset the default New Excuse values.
<b>Clear</b>	Press <b>Clear</b> to remove all selected values in the New Excuse and Comments fields.
<b>Contact Information</b>	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.