

# Absence Request Processing

Last Modified on 12/17/2025 3:14 pm CST

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

## Tool Search: Absence Request Processing

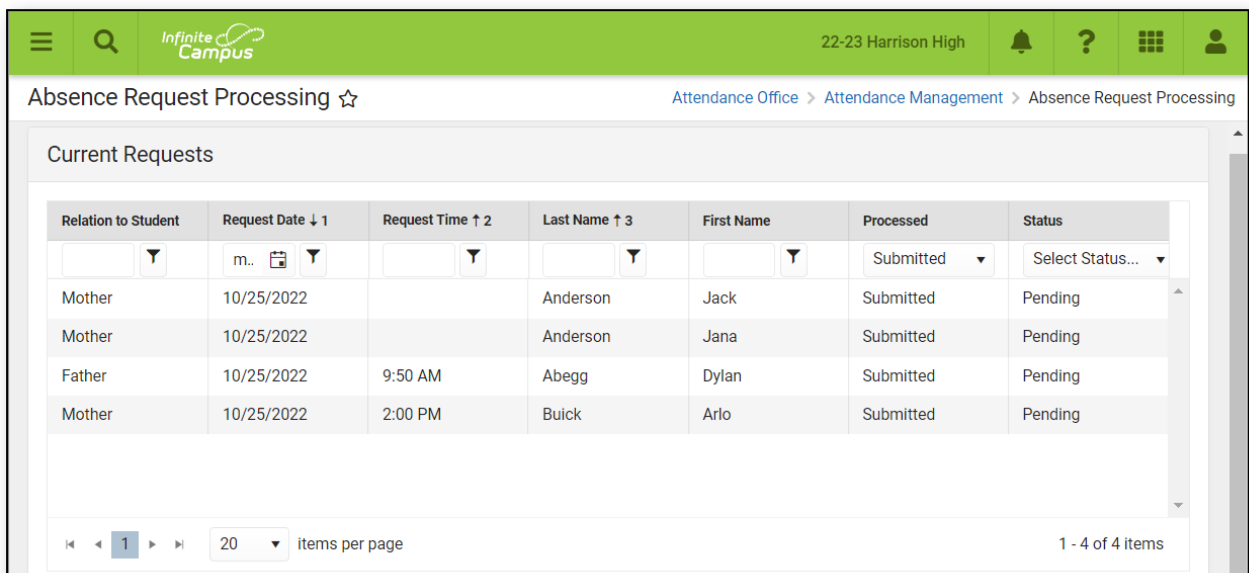
Before using the Absence Request Processing tool, be sure the [Scanner Settings](#) have been set up under

**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.



Relation to Student	Request Date ↓ 1	Request Time ↑ 2	Last Name ↑ 3	First Name	Processed	Status
Mother	10/25/2022		Anderson	Jack	Submitted	Pending
Mother	10/25/2022		Anderson	Jana	Submitted	Pending
Father	10/25/2022	9:50 AM	Abegg	Dylan	Submitted	Pending
Mother	10/25/2022	2:00 PM	Buick	Arlo	Submitted	Pending

See the [Absence Request Processing Tool Rights](#) article for information about rights needed to use this tool.

## 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.
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

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Attendance Summary

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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

Process

Cancel

Open Attendance Grid

## Absence Request Check In Logic

### Absence Request Check In Logic

- The system compares the attendance code assigned to the period the student is checking in against periods before and after the check-in. If the student is checking in during passing time, the code from the next 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, 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, 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, the code is removed (because the student is now present in school) and continues to check future periods.
  - If Attendance Codes do NOT match, 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, 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, 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, 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.

## 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
<b>Absence Type</b>	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>	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>Student Number</b>	Student's district identification number, used within school/district.
<b>Grade</b>	The student's grade level.
<b>Excuse</b>	<p>The reason the student will be absent.</p> <p>The Excuse options can be modified in <a href="#">District Wide Scanner Settings</a> when All Calendars is selected.</p>
<b>Current Status</b>	The status of the absence request.
<b>Submitted By</b>	The 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.
<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>	<p>The status assigned to the absence request:</p> <p><b>Processed</b> - used for when an absence request has been successfully processed.</p> <p><b>Ignore</b> - used for when an absence request has been rejected.</p> <p><b>Hold</b> - used to indicate an absence request needs additional information before being fully processed.</p> <p><b>Pending</b> - used when an absence request has been received from parents, but has not yet been addressed or processed.</p>
<b>Excuse Code</b>	The attendance code applied to a processed absence request.
<b>Attendance Comments</b>	Additional comments related to the absence.
<b>Processed By</b>	The user who processed the absence request.
<b>Processed Date</b>	The date the absence request was processed.