

Absence Request Processing

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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 [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.

What can I do?	What do I need to know?
<ul style="list-style-type: none"> • Process an Absence Request • Mass Process Absence Requests 	<ul style="list-style-type: none"> • Field Descriptions

22-23 Harrison High

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	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

1 - 4 of 4 items

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 *
Arrive Late

Start Date 01/15/2024 **End Date** 01/15/2024 **Arrival Time *** 8:46 AM

Student Name Dylan Abegg **Grade** 11 **Excuse** LATE: Late **Current Status** Pending

Submitted By Dylan Abegg **Request Submitted On** Jan 15, 2024, 8:46 AM **Relation to Student** Self **Guardian** No

Comments
Submitted at Kiosk - Just Late Contact Information

Attendance Summary

	1	2	3	4	5	6	7	WIN
Absences	0	0	0	0	0	0	0	0
Tardies	0	0	0	0	0	0	0	0

Request Status *
Pending

Process Cancel Open Attendance Grid

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.

Absence Request Processing

Absence Type *
Arrive Late

Start Date 12/21/2022 **End Date** 12/21/2022 **Arrival Time *** 10:30 AM

Student Name Kyle Anderson **Grade** 10 **Excuse** College: College Visit **Current Status** Pending

Submitted By Shane McPartlin **Request Submitted On** Dec 21, 2022, 8:35 AM **Relation to Student** Father/Son **Guardian** Yes

Comments
Test Contact Information

Attendance Summary

	1	2	3	4	5	6	7	8	9	10
Absences	7	7	8	7	8	8	7	7	6	6
Tardies	0	0	0	1	1	0	3	1	1	1

Request Status * Processed **Excuse Code *** Abs/Illline **Attendance Comments** Check In 10:30:00 AM

Process
Cancel
Open Attendance Grid

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	<p>The reason the student will be absent.</p> <p>The Excuse options can be modified at Custom > Attribute/Dictionary > AbsenceRequest. See the Attribute/Dictionary documentation for additional information.</p>
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.

Field	Description
Request Status	<p>The status assigned to the absence request:</p> <p>Processed - used for when an absence request has been successfully processed.</p> <p>Ignore - used for when an absence request has been rejected.</p> <p>Hold - used to indicate an absence request needs additional information before being fully processed.</p> <p>Pending - used when an absence request has been received from parents, but has not yet been addressed or processed.</p>
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.