

# Absence Request Processing

Last Modified on 11/18/2024 1:43 pm CST

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.

The screenshot shows the 'Absence Request Processing' tool interface. At the top, there is a navigation bar with the Infinite Campus logo, a search icon, and the school name '22-23 Harrison High'. Below the navigation bar, the breadcrumb trail reads 'Attendance Office > Attendance Management > Absence Request Processing'. The main content area is titled 'Current Requests' and contains a table with the following data:

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

At the bottom of the table, there is a pagination control showing '1' of 4 items, '20' items per page, and '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 (Required)**

**Start Date**

**End Date**

**Arrival Time (Required)**

**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)**

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 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

**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
<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>Grade</b>	The student's grade level.
<b>Excuse</b>	The reason the student will be absent.  The Excuse options can be modified at <a href="#">Custom Data and Links &gt; Core Attribute/Dictionary &gt; AbsenceRequest</a> . See the <a href="#">Attribute/Dictionary</a> documentation for additional information.
<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 that was uploaded when the absence request was made. This can be viewed by clicking the document link.
<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.