

# Preapproval Requests

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Tool Search: Preapproval Requests

Use the Preapproval Requests tool to approve, decline, or return activity preapprovals.

**Tip:** Use the **Activity Name** and **School** filters at the top of the screen to quickly find specific Preapproval Requests.

What can I do?	What do I need to know?
<ul style="list-style-type: none"> <li><a href="#">Approve, Decline, or Return an Activity Preapproval</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Tool Rights</a></li> </ul>

Preapproval Requests ★

Student Information > Activity Registration > Preapproval Requests

Preapproval Requests

Activity Name

School

Filters:

Search by Activity Name

Book Club

[Activity Request Form A](#)

PENDING

Created By: Administrator, Demo

Registration: 05/30/2022 -

Activity Duration: 06/06/2022 - 08/26/2022

School(s): Harrison High

View Activity

Girls Softball

[Activity Request Form A](#)

PENDING

Created By: Administrator, Demo

Registration: 05/24/2022 -

Activity Duration: 05/30/2022 - 08/26/2022

School(s): Harrison High

View Activity

## Approve, Decline, or Return an Activity Preapproval

1. Click the link for the pending activity preapproval.

▶ [Click here to expand...](#)

Preapproval Requests ★ Student Information > Activity Registration > Preapproval Requests

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Preapproval Requests

Activity Name:  School:

Filters:

**Science Fair Volunteer**

[Activity Request Form A](#) PENDING

Created By: Administrator, Demo

Registration: 05/30/2022 -

Activity Duration: 06/06/2022 - 06/06/2022

School(s):

[View Activity](#)

**Result:** The custom form for the activity preapproval displays.

2. Review the custom form that was completed by the staff member requesting the activity.
  - ▶ [Click here to expand...](#)

Preapproval Requests ★ Student Information > Activity Registration > Preapproval Requests

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Activity Request Form A

Custom Form - Activity Request Form A

Activity Request Form A

EVENT	Science Fair Volunteers
LOCATION	Jefferson Middle
DATE	6/6/22
COST	0
Will you be requesting financial support?	no

Approve
Decline
Return
Cancel

*Example of a Custom Form*

3. Click the **Approve**, **Decline**, or **Return** button in the action bar.

Option	Description
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Option	Description
<b>Approve</b>	<ul style="list-style-type: none"> <li>◦ The staff member who submitted the activity preapproval receives a notification that their activity preapproval was approved and they may finish their Activity Proposal if they were using the <a href="#">Activity Dashboard</a>. If more than one preapproval is required, the staff member who submitted the activity preapproval won't receive a notification until all approvals are complete.</li> <li>◦ The Activity Proposal is assigned the <i>Preapproval Complete - Proposal</i> status.</li> <li>◦ Campus removes the approved activity preapproval from the list on the Preapproval Requests screen.</li> </ul>
<b>Decline</b>	<ul style="list-style-type: none"> <li>◦ A confirmation window displays and allows you to enter comments for the staff member who submitted the activity preapproval. They'll be able to see your comments when they view their declined activity on the Previous tab.</li> <li>◦ The activity moves to the Previous tab in the <a href="#">Activity Monitor</a> or <a href="#">Activity Dashboard</a> and is assigned the <i>Preapproval Declined</i> status.</li> <li>◦ The staff member who submitted the activity preapproval receives a notification that their activity was declined.</li> <li>◦ Campus removes the declined activity preapproval from the list on the Preapproval Requests screen.</li> </ul>
<b>Return</b>	<ul style="list-style-type: none"> <li>◦ A confirmation window displays and allows you to enter comments for the staff member who submitted the activity preapproval. They'll be able to see your comments when they view their returned activity.</li> <li>◦ The staff member who submitted the activity preapproval receives a notification that their activity preapproval was returned.</li> <li>◦ The activity preapproval is assigned the <i>Preapproval Returned - Proposal</i> status and Campus unlocks the custom form so that the staff member may make changes, view and submit the activity preapproval again for preapproval.</li> <li>◦ Campus removes the returned request from the list on the Preapproval Requests screen.</li> </ul>

## Tool Rights

To approve, decline, or return an activity preapproval, you must have Write rights to the Preapproval Requests tool. Read rights allow you to click the **View Activity** button and see a summary of the activity.

► [Click here to expand...](#)

Tool Rights					
▶ Instruction	<input type="checkbox"/> All				
▼ Student Information	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ General	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ General Student Administration	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ Academic Planning	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▼ Activity Registration	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Activity Dashboard	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Activity Monitor	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Activity Approval	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Activity Roll Forward	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Preapproval Configuration	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
➔ Preapproval Requests	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete