

Absence Request Processing Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

Absence Request Processing is part of the [Campus Workflow Suite](#). This tool is used to manage [Absence Requests](#) submitted by a parent or guardian. [Scanner Settings](#) must be set up before this tool can be used.

To learn more about this and related tools, see the [Absence Request Processing](#) article.

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 ...	hour: ...	<input type="text"/>	<input type="text"/>	All	Submitted	Select Stat...
Father	06/11/2025		Abegg	Dylan	ILL	Submitted	Pending
Father	06/11/2025		Abegg	Wallace	ILL	Submitted	Pending
Father	06/11/2025		Cardinal	Peggy	ILL	Submitted	Pending

Absence Request Processing

Available Tool Rights

R	W	A	D
<ul style="list-style-type: none"> • Access and view the Absence Request Processing tool. • View current requests. • Select individual requests to view details. • Filter the request list. 	<ul style="list-style-type: none"> • Select and process individual requests. • Utilize the Toggle Mass Process feature to select multiple students and process them together. 	N/A	N/A

Suggested User Groups

Some groups may only need Read access to the information displayed in this tool.

- [Attendance Clerks](#)
- [Front Office](#)

See [User Groups and Suggested Roles](#) for more information.
