

# Absence Request Processing Tool Rights

Last Modified on 07/09/2025 1:11 pm CDT

**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"> <li>View current requests.</li> <li>Select individual requests to view details.</li> <li>Filter request list.</li> </ul>	<ul style="list-style-type: none"> <li>Select and process individual requests.</li> <li>Utilize Toggle Mass Process feature to select multiple students and process them together.</li> </ul>	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.

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