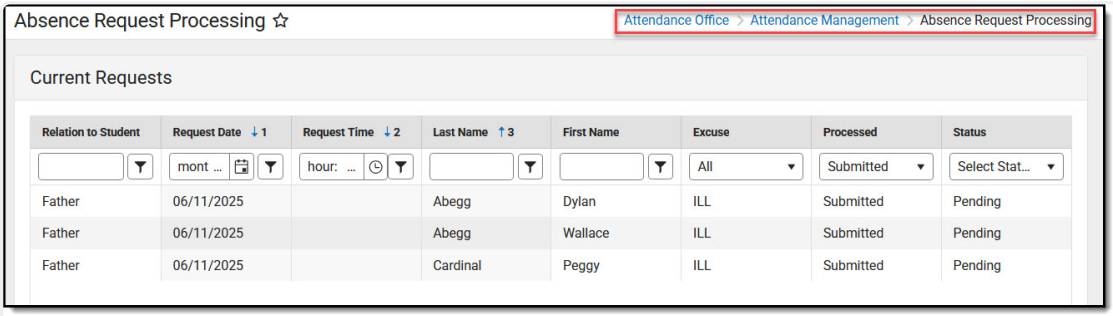
Absence Request Processing Tool Rights

Last Modified on 10/27/2026 8:24 am CDT

Absence Request Processing tools are available with Campus Workflow Suite.

The Absence Request Processing 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

Available Tool Rights

R	W	A	D
• Access and view the Absence Request Processing tool. • View current requests. • Select individual requests to view details. • Filter the request list.	• 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.