Absence Request Processing - Start here

Last Modified on 08/04/2026 3:31 pm CDT

Absence Requests submitted by a parent or guardian are processed in Absence Request Processing. These tools are part of the Campus Workflow Suite.

Getting started

- Attendance Requests and Scanning overview video

How-to guides

- Review an Absence Request
- Process an Absence Request
  - Manually edit Filled Attendance Codes
- Process groups of Absence Requests

Tutorials

- Absence Request Processing video

Reference

- Absence Request Processing Tool Rights
- Field descriptions

Administrator Setup

- Enable Absence Request Processing
- Create request excuse codes
- Set Tardy and Absence thresholds
- Enable request entry in Campus Parent
- Enter translated text for the Absence Requests page in Campus Parent

Parent Resources

- Absence Requests (Campus Parent)

Explanation

- Request processing logic