

Absence Request (Campus Parent)

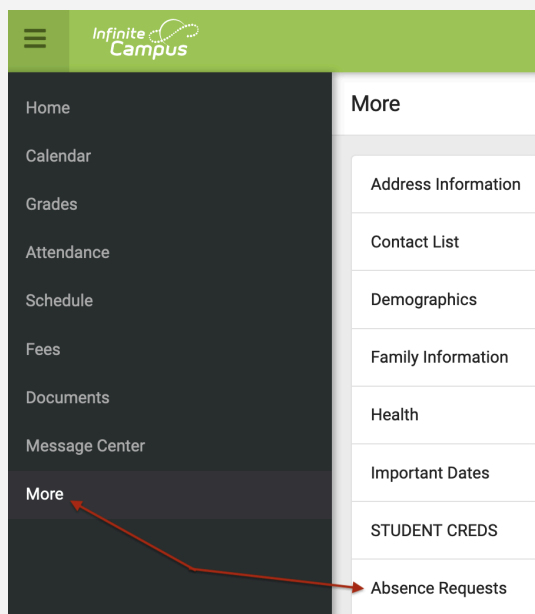
Parents/guardians may submit an absence request electronically by simply logging into the Campus Parent Portal on the web or through the mobile app. This will inform the office at your child's school and after the request is processed, an attendance record is created.

Login to the [Infinite Campus Parent Portal](#)

If you do not have a Parent Portal account or you cannot remember your username/password, please email support@cmsd12.org to request one. NOTE: You must email from the address we have on file. Please be sure to include your full legal name.

How to Submit a New Request

Login to Campus Parent website/app, select “MORE”, then select “Absence Requests”.



◀ More | Absence Requests

Select the students you wish to submit an absence request for

☒ Jonathan Aagard
☐ Landen Carson

Excuse *

Sick: Sick ▼

Absence Type *

☒ Full Day Absence
☐ Arrive Late
☐ Leave Early

First Day * Last Day *

02/12/2020 02/12/2020

Comments *

Submit View Requests Cancel

1. Mark the student for whom the absence request is being created.
2. Select a reason the student will be absent from the Excuse dropdown. Options include: Appointment, Arrive Late, Leave Early, Illness, or Vacation.
3. Select the Absence Type. Options include: Full Day Absence, Arrive Late, or Leave Early. In this example, Full Day Absence has been selected. Additional fields display depending on the type selected (see Image 2 and 3 below).
4. Enter a start and end date for the absence in the First Day and Last Day fields.
5. Enter Comments about the absence reason.
Comments are limited to 50 characters.
6. Click Submit when finished.

Arrive Late

Absence Type *

☐ Full Day Absence
☒ Arrive Late
☐ Leave Early

First Day * Last Day *

02/12/2020 02/12/2020


Arrival time *


hour:minute AM


If Arrive Late is selected, enter the Arrival Time before submitting.

Leave Early

Absence Type *
☐ Full Day Absence
☐ Arrive Late
☒ Leave Early

First Day *
02/12/2020 

Last Day *
02/12/2020 

Leave time *
hour:minute AM 

If Leave Early is selected, enter a Leave time before submitting.

View Historical Requests

[View Requests](#)



To view all previously submitted absence requests for the student, click the View Requests button. The Current Requests list screen displays. From this screen, details of existing requests can be viewed by selecting the record

[New](#)

or a new request can be created by clicking the New button.

[← More](#) | Absence Requests

Current requests

Last Name	First Name	Start Date ↑	End Date	Status
		month/day/y... 	month/day/y... 	All
Anderson	Shiloh	06/04/2019	06/07/2019	Pending
Anderson	Shiloh	06/10/2019	06/10/2019	Approved
Anderson	Shiloh	06/12/2019	06/12/2019	Approved

[New](#) [Cancel](#)

Delete Absence Request

Unprocessed absence requests can be deleted by clicking on the record from the Current Requests list screen and then

[Delete Request](#)

clicking the Delete Request button.

Absence Requests

Request Details

Student Name

Shiloh Anderson

Start Date

Monday, Jun 10, 2019, 8:00 AM

End Date

Monday, Jun 10, 2019, 9:15 AM

Excuse

sick: Sick

Comments

Dr. Apt

Submitted time

Jun 4, 2019, 10:26 AM

[Back](#)[Delete Request](#)

Please email support@cmsd12.org if you need assistance.