



# TWIN VALLEY SCHOOL DISTRICT

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## Attendance Request - Parent Portal

### What is Attendance Request?



Parents and guardians can use the Absence Request tool to submit a request that informs the office in advance when their student is not going to be in school. After the request is processed, Campus creates an attendance record for the student.

### Submitting an Absence Request

To submit an absence request, please do the following:



1. Sign into the Infinte Campus Parent Portal.
2. In the left hand navigation menu, click “**More**”, then click “**Absence Requests.**”
3. Mark the student for whom the absence request is being created.
4. Select a reason the student will be absent from the **Excuse** dropdown.
5. Select the **Absence Type**. Options include:
  - a. Full Day Absence: You may request more than one day. Be sure to enter the dates.


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

**First Day \*** 04/26/2022  **Last Day \*** 04/26/2022 

- b. Arrive Late: Enter the time your student will arrive in the **Arrival Time** field.

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

**First Day \*** 04/26/2022  **Last Day \*** 04/26/2022 

**Arrival time \***  
hour:minute AM 

- c. Leave Early: Enter the time your student will leave in the **Leave Time** field.

**Absence Type \***

☐ Full Day Absence

☐ Arrive Late

☒ Leave Early

**First Day \*** 04/27/2022

**Last Day \*** 04/27/2022

**Leave time \***

hour:minute AM

In this example, Full Day Absence has been selected.

6. Enter **Comments** about the absence reason (limited to 50 characters).
- a. Please list who will be picking up your child for an early dismissal. ID will be required.
7. Click **Submit** when finished

< More | Absence Requests

Select the students you wish to submit an absence request for

☒ Wein C Zelee (Grade: 06)

☐ Brenda A Zelee (Grade: 02)

**Excuse \***

ILL: Illness

**Absence Type \***

☒ Full Day Absence

☐ Arrive Late

☐ Leave Early

**First Day \*** 04/18/2022

**Last Day \*** 04/18/2022

**Comments \***

**Submit** View Requests Cancel

## View Historial Reports

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 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
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

1 - 3 of 3 items

New Cancel

## Delete a Request

Unprocessed absence requests can be deleted by clicking on the record from the Current Requests list screen and then clicking the **Delete Request** button.

Absence Requests

Request Details

Student Name	Request Status	Start Date	End Date
Colton Abegg	Pending	Wednesday, Apr 27, 2022 - All Day	Wednesday, Apr 27, 2022 - All Day
Excuse	Comments	Submitted Time	
ILL: Illness	Has a cold.	Apr 26, 2022, 2:50 PM	

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