

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.

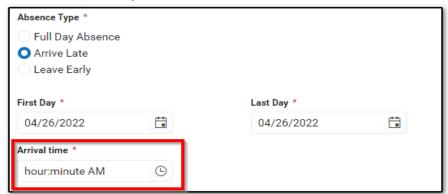
Submitting an Absence Request

To submit an absence request, please do the following:

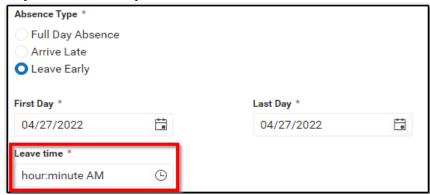
- 1. Sign into the Infinte Campus Parent Portal.
- 2. In the left hand navigation menu, click "More", then click "Absence Requests."
- 3. Mark the student for whom the absence request is being created.
- 4. Select a reason the student will be absent from the **Excuse** dropdown.
- 5. Select the **Absence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



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

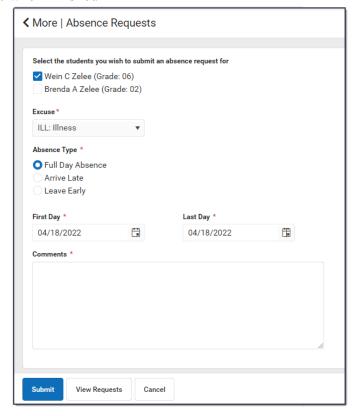


c. Leave Early: Enter the time your student will leave in the **Leave Time** field.



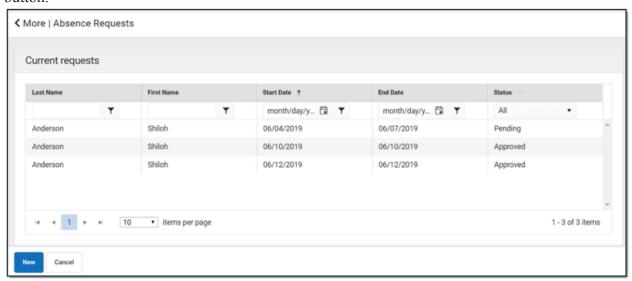
In this example, Full Day Absence has been selected.

- 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



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.



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.

