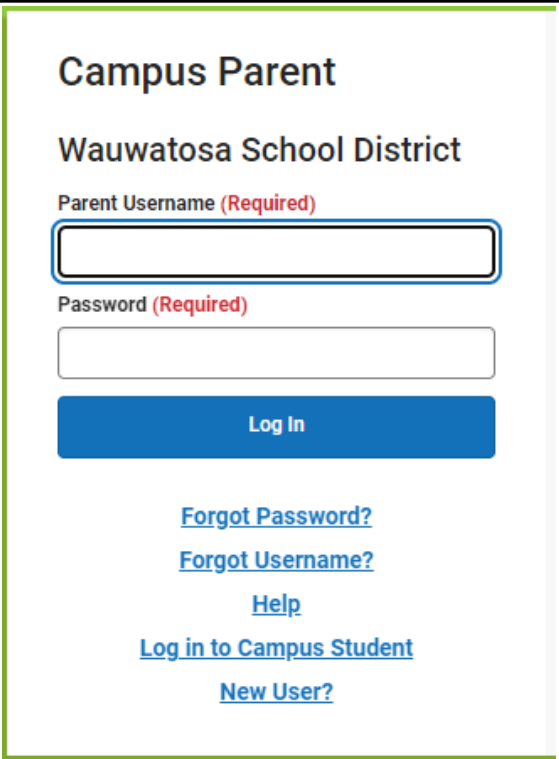
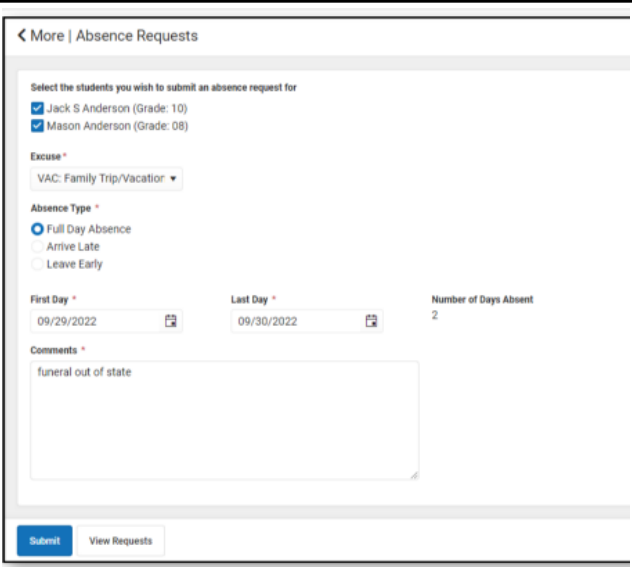


Absence Request via IC Parent App

1	<p>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, Infinite Campus creates an attendance record for the student.</p> <p>Log into the IC Parent Portal. https://wauwatosawi.infinitecampus.org/campus/portal/parents/wauwatosa.jsp</p> <p>Once inside the IC Parent Portal select More from the Menu on the left. Select Absence Requests.</p>	
2	<p>Submit A New Absence Request</p> <ol style="list-style-type: none"> 1. Select the student for whom you are submitting the absence request. 2. Select the reason the student will be absent from the Excuse dropdown list. 3. Select the Absence Type. <p>Please see the following pages for Absence Type explanations.</p>	

Absence Type	Description
Full Day Absence	<p>This option allows you to submit a request for an entire day. You may request more than one day. Be sure to enter the dates in the First Day and Last Day fields.</p> <div data-bbox="402 667 1458 1276"> <div>Excuse *</div> <div>VAC: Family Trip/Vacation ▼</div> <div>Absence Type *</div> <div> ☒ Full Day Absence ☐ Arrive Late ☐ Leave Early </div> <div> <div>First Day *</div> <div>09/29/2022 </div> <div>Last Day *</div> <div>09/30/2022 </div> <div>Number of Days Absent</div> <div>2</div> </div> <div>Comments *</div> <div>funeral out of state</div> </div>

Arrive Late

If you select the Arrive Late option, enter the time your student will arrive in the **Arrival Time** field.

Arrival Time must be during school hours

Excuse *

APPT: Appointment ▼

Absence Type *

☐ Full Day Absence

☒ Arrive Late

☐ Leave Early

Date *

09/26/2022 

Arrival Time *

9:45 AM 

Comments *

Ortho appt

Leave Early

If you select the Leave Early option, enter the time your student will leave in the **Departure Time** field.

Departure Time must be during school hours.

The screenshot shows a form for submitting an absence request. The 'Excuse' dropdown is set to 'APPT: Appointment'. Under 'Absence Type', 'Leave Early' is selected with a radio button. The 'Date' is set to '09/26/2022'. The 'Departure Time' field, which is highlighted with an orange rectangle, is set to '2:00 PM'. The 'Comments' field contains the text 'Ortho appt'.

Excuse *

APPT: Appointment ▼

Absence Type *

☐ Full Day Absence

☐ Arrive Late

☒ Leave Early

Date *

09/26/2022

Departure Time *

2:00 PM

Comments *

Ortho appt

- 3.
1. Enter the date(s) for the absence.
2. Enter Comments about the absence reason. Comments are limited to 100 characters.
3. Click Submit when finished.

The screenshot shows the 'More | Absence Requests' form. It includes a section to 'Select the students you wish to submit an absence request for' with checkboxes for 'Jack S Anderson (Grade: 10)' and 'Mason Anderson (Grade: 08)'. The 'Excuse' dropdown is set to 'VAC: Family Trip/Vacation'. Under 'Absence Type', 'Full Day Absence' is selected. The 'First Day' is '09/29/2022' and the 'Last Day' is '09/30/2022', resulting in 'Number of Days Absent' of '2'. The 'Comments' field contains the text 'funeral out of state'. At the bottom, there are 'Submit' and 'View Requests' buttons.

< More | Absence Requests

Select the students you wish to submit an absence request for

☒ Jack S Anderson (Grade: 10)

☒ Mason Anderson (Grade: 08)

Excuse *

VAC: Family Trip/Vacation ▼

Absence Type *

☒ Full Day Absence

☐ Arrive Late

☐ Leave Early

First Day *

09/29/2022

Last Day *

09/30/2022

Number of Days Absent

2

Comments *

funeral out of state

Submit View Requests

4.

View Requests

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

< 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

« 1 » 10 items per page

5.

Delete A Request

To delete an **unprocessed** absence request, click the request on the Current Requests screen, mentioned above then click the Delete Request button. If the attendance office has already processed the request it can not be deleted and you will need to contact the school office to change.

Absence Requests

Request Details

Student Name	Request Status
Colton Abegg	Pending
Excuse	Comments
ILL: Illness	Has a cold.

Back

Delete Request