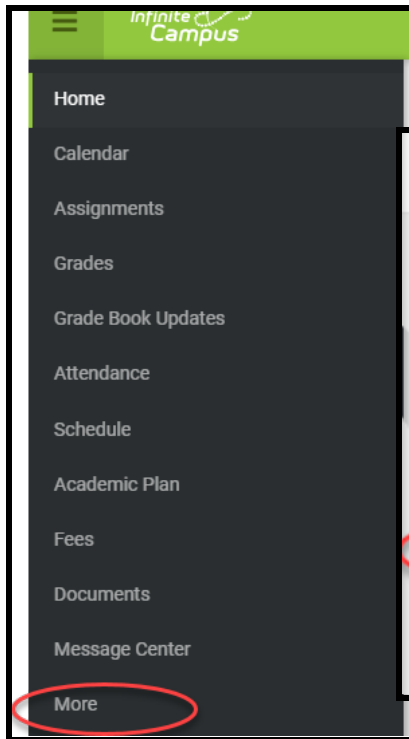
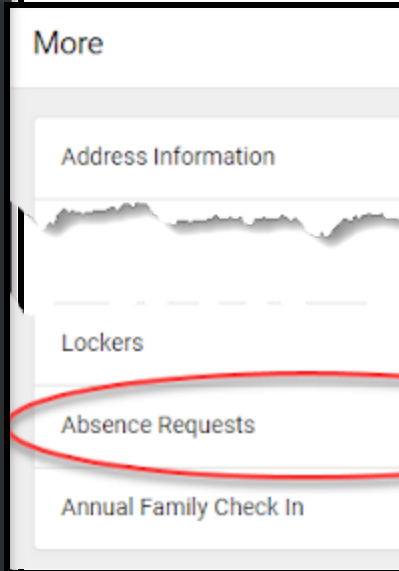


Parent Portal HOW TO: Report A Student Absence



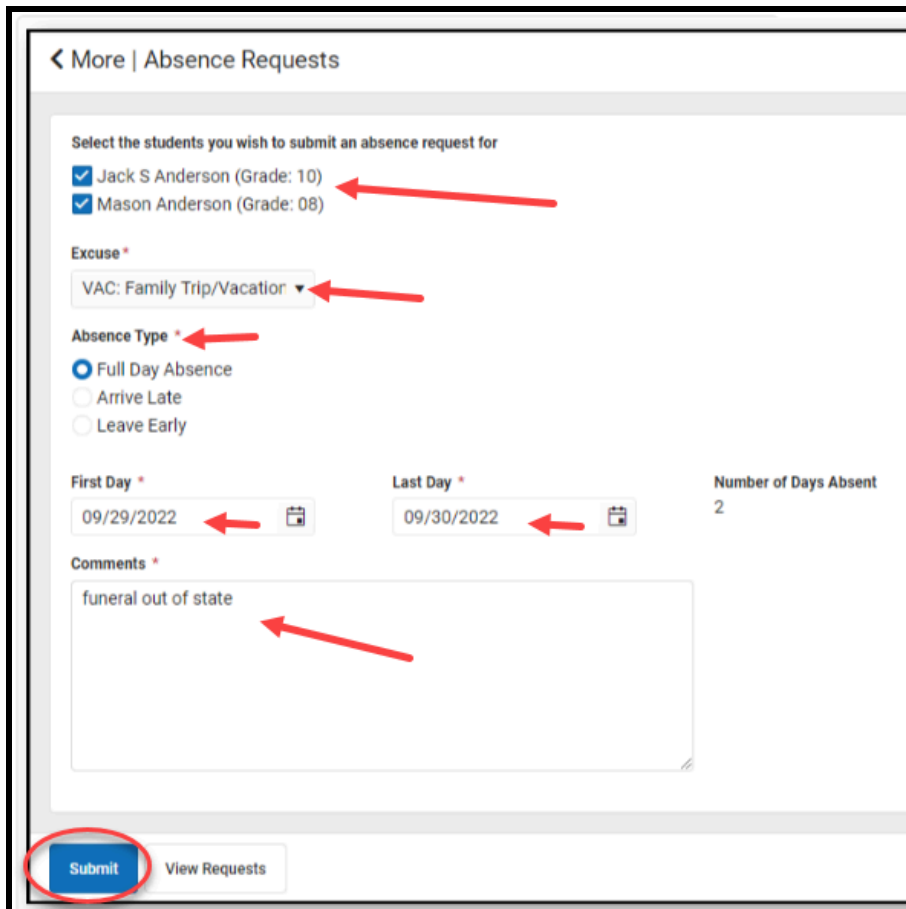
Start by signing in to your [Parent Portal](#) account (Chrome is the preferred browser or download the Campus Parent mobile app)!



*Forgot your Username &/or password? Click *Forgot Password* on the login screen or [submit a ticket](#) for assistance.

1. To report your student absent, select **More** from the left hand menu.

2. Select **Absence Requests** from the 'More' menu.



< 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

3. **Select** your student or student(s) who will be absent, and complete the remaining information:

- Excuse Reason
- Absence Type
- First Day Absent
- Last Day Absent
- Comments

Once finished, Press **Submit**.

** To view status of requests select on View Requests.

[Link to Spanish Version Here](#)