



TWIN VALLEY SCHOOL DISTRICT

4851 North Twin Valley Road, Elverson, Pennsylvania 19520
610.286.8600 | fax 610.286.8608 | www.tvsd.org



Trip (Not School Sponsored) Approval Form - Parent Portal

What is an 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 Educational Trip Form

To submit an absence request, please do the following:

1. Sign into the Infinite Campus Parent Portal.
2. In the left-hand navigation menu, click “**More**”, then click “**Absence Requests.**”
3. Choose the student for whom the absence request is intended.
4. From the Excuse dropdown select “**ETR: Educational Travel Request**”.
5. Specify the **Absence Type** from the available options.

Excuse *

ETR: Educational Trav... ▼

Absence Type *

- ☒ Full Day Absence
☐ Arrive Late
☐ Leave Early

First Day *

10/09/2023



Last Day *

10/13/2023



Number of Days

5

Comments *

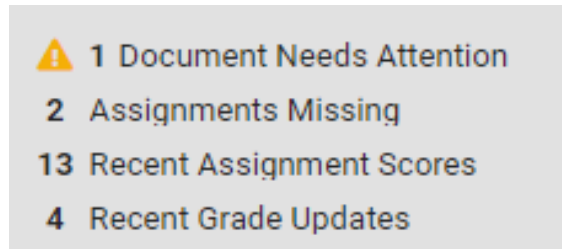
Go to Disney

6. Provide brief **Comments** about the absence reason (limited to 50 characters).
7. Click “**Submit**” to complete the process.

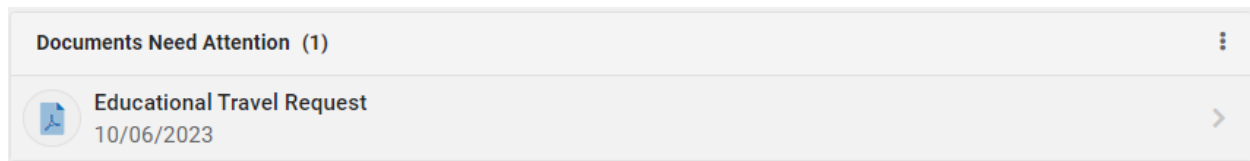
Educational Trip Form Submission:

***NOTE:** You will need to submit an Education Trip Form for each child.

1. Allow a few minutes for the form to generate.
2. Go to your Home Page.
3. Look for a Warning Sign indicating “**1 Document Needs Attention**” under your child’s name.



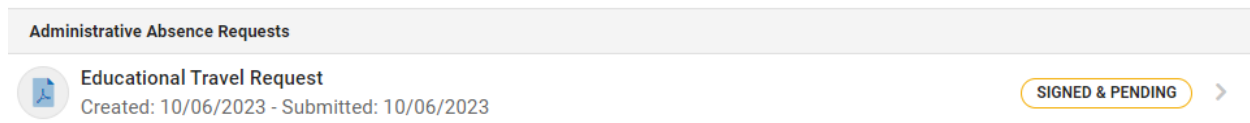
4. Click on “**1 - Document Needs Attention.**”
5. Navigate to “Documents Need Attention” and click on “Educational Travel Request.”



6. Read the Educational Trip Form Directions
7. Complete Page 2 and Sign Page 3.



8. Click the **SUBMIT** button at the bottom of the screen.
9. Under the Documents tab, you will see “Signed & Pending”



Form Approval Process

- Once approved, the status will change to “Completed.”
- Parents will receive an email notification indicating whether the Educational Field Form has been approved, denied, or if additional information is needed.

If you have any additional questions, please reach out to your building secretary.