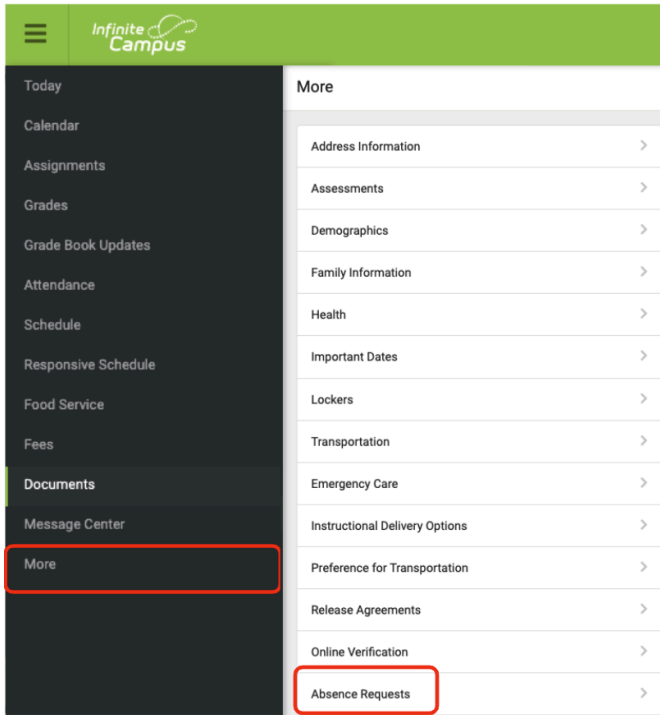




Absence Requests

Parents can make absence requests for their student(s) directly through the Infinite Campus Parent Portal or Mobile App. Requests can only be made through the Parent Portal, students are unable to request their own absences.

Step 1



- Log in to your [Infinite Campus Parent Portal](#) account
- Scroll to the menu option 'More'*
- Select 'Absence Reporting'

• **OR locate the Quick Link found on the Home Page**

*Please note that to request an absence, you must look under the 'More' menu for the absence request feature. The 'Attendance' tab displays the student's attendance records, but does not include the absence request feature.

Step 2

Select the students you wish to submit an absence request for

☒ Sean Falcon (Grade: 07)

Excuse (Required)

Appointment

Absence Type (Required)

☒ Full Day Absence

☐ Arrive Late

☐ Leave Early

First Day (Required) 11/04/2024

Last Day (Required) 11/04/2024

Number of Days 1

Upload Document

Select files... Drop files here to select

Comments (Required)

← Select the student(s) you are requesting an absence

← Select an excuse for the absence

← Select the absence type and date

← If the absence has documentation such as a medical excuse, it can be uploaded here.

← A Comment is required to provide more details related to the reason for the request. *Comments are only viewable by office Attendance staff.*

Depending on the Absence Excuse, additional documentation may be required. Documentation can be uploaded when requesting an absence.

Click [Submit](#)

When all information has been provide, click 'Submit' to request the absence. [Video Demo Requesting an Absence](#) (0:49 - no sound)

View Current and Past Requests

After submitting the request, it will appear in the list of current requests along with any past requests. Check the Absence Requests 'Status' to know when the request has been processed by school staff.

Requests with a status of **Submitted** have been received by the school but have not yet been processed.

More | Absence Requests

Requests Submitted

Current Requests

Relation to Student	Last Name	First Name	Start Date ↑	End Date	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	month/... <input type="text"/>	month/... <input type="text"/>	All
Father	Falcon	Sean	09/02/2022	09/02/2022	Processed
Father	Falcon	Sean	09/02/2022	09/02/2022	Submitted

10 items per page

1 - 2 of 2 items

Request submitted before or after school hours will be received and display of status of 'Submitted', but will not be processed until the next school day begins.