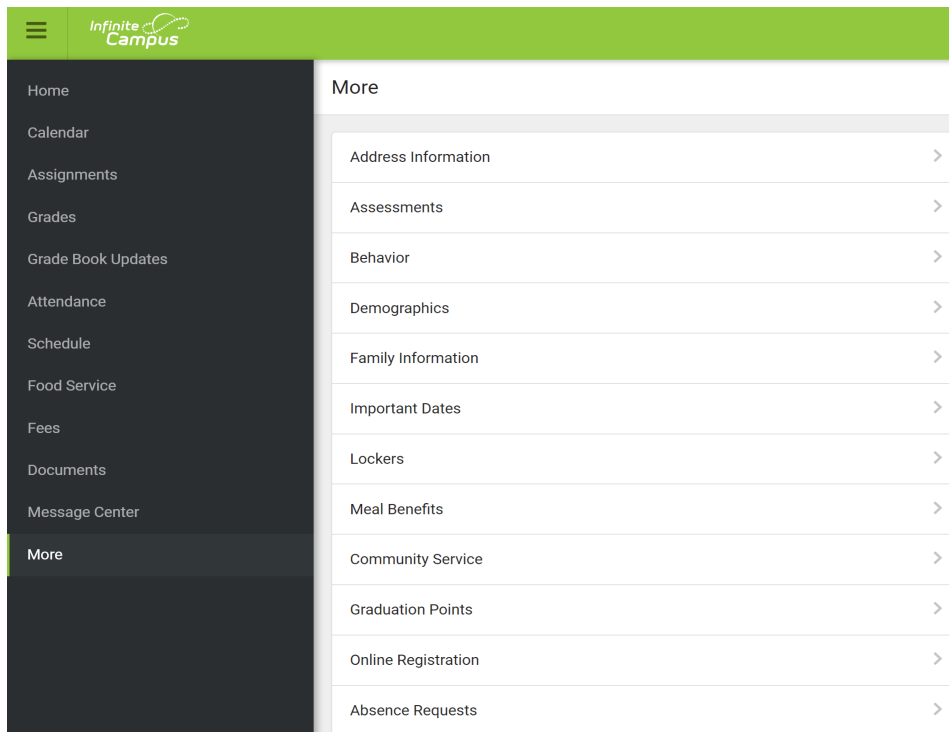




# Submitting an Absence Online Through Infinite Campus Parent Portal

Now available in Infinite Campus, parents and guardians have the ability to 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. As of September 11, 2023, this is the recommended way of alerting your child's building of an absence. An absence can be submitted in advance of the date for appointments or can be submitted on the day of the absence.

After logging into your Fairport Harbor Schools Parent Portal account, you should see a screen that looks similar to the one below. From here, click on **<More>** and then the **<Attendance Requests>** options at the bottom of each column.



You will select your student and complete the details for the absence. Mark the student for whom you are submitting the absence request.

1. Select the reason the student will be absent from the **Excuse** dropdown list.
2. Select the **Absence Type**.
3. Enter the date(s) for the absence.
4. Enter **Comments** about the absence reason.

Comments are limited to 100 characters. \*If your child is ill, please enter a comment describing the illness. This data helps the school determine if any particular illness is predominant in a school as well as the county.\*

5. If an extended absence will span over the weekend (for example, a student is out Friday and the following Monday), only one entry will need to be entered.
6. Click **Submit** when finished.

The screenshot shows a web form titled "Absence Requests". At the top, it says "Select the students you wish to submit an absence request for" and has two checked checkboxes for "Jack S Anderson (Grade: 10)" and "Mason Anderson (Grade: 08)". Below this is an "Excuse" dropdown menu set to "VAC: Family Trip/Vacation". The "Absence Type" section has three radio buttons: "Full Day Absence" (selected), "Arrive Late", and "Leave Early". There are two date pickers: "First Day" set to "09/29/2022" and "Last Day" set to "09/30/2022". To the right of these is a "Number of Days Absent" field with the value "2". A "Comments" text area contains the text "funeral out of state". At the bottom, there are two buttons: "Submit" and "View Requests".

## 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.

The screenshot shows a table titled "Current requests" with the following data:

Last Name	First Name	Start Date ↑	End Date	Status
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

At the bottom of the table, there is a pagination control showing "1" of 3 items, "10" items per page, and "1 - 3 of 3 items". Below the table are "New" and "Cancel" buttons.

# Delete a Request

To delete an unprocessed absence request, click the request on the Current Requests screen, then click the **Delete Request** button.

Absence Requests

Request Details

<b>Student Name</b> Colton Abegg	<b>Request Status</b> Pending	<b>Start Date</b> Wednesday, Apr 27, 2022 - All Day	<b>End Date</b> Wednesday, Apr 27, 2022 - All Day
<b>Excuse</b> ILL: Illness	<b>Comments</b> Has a cold.	<b>Submitted Time</b> Apr 26, 2022, 2:50 PM	

[Back](#) [Delete Request](#)

Automated Notifications: The reporting system will send automated notifications to the office in real-time. Please be advised that the tool is secure, with appropriate access controls to protect sensitive student data.



Click [HERE](#) to be directed to the parent portal.

If you need assistance in completing this process or do not have a Parent Portal account, please reach out to the following staff members for additional support.

McKinley Office  
Dawn Budziak,  
[Dbudziak@fhevs.org](mailto:Dbudziak@fhevs.org)  
440-354-5400  
Ext. 201

Harding Office  
Renee Kazsmer  
[Rkzsmer@fhevs.org](mailto:Rkzsmer@fhevs.org)  
440-354-5400  
Ext. 301

Harding Office  
Natalie Rock  
[Nrock@fhevs.org](mailto:Nrock@fhevs.org)  
440-354-5400  
Ext. 355

Board Office  
Cindi Clair  
[Cclair@fhevs.org](mailto:Cclair@fhevs.org)  
440-354-5400  
Ext. 102

Thank you-  
Fairport Harbor Exempted Village Schools