How to Report an Upcoming Absence

DUBLIN
CITY SCHOOLS

Parents and guardians can use the Absence Request Tool to let the school know about a student's upcoming absence without having to call or email the school office.

1   Navigate to the **Dublin City Schools Infinite Campus Parent Portal**

2   Type Parent Username and Password. Click Log In.
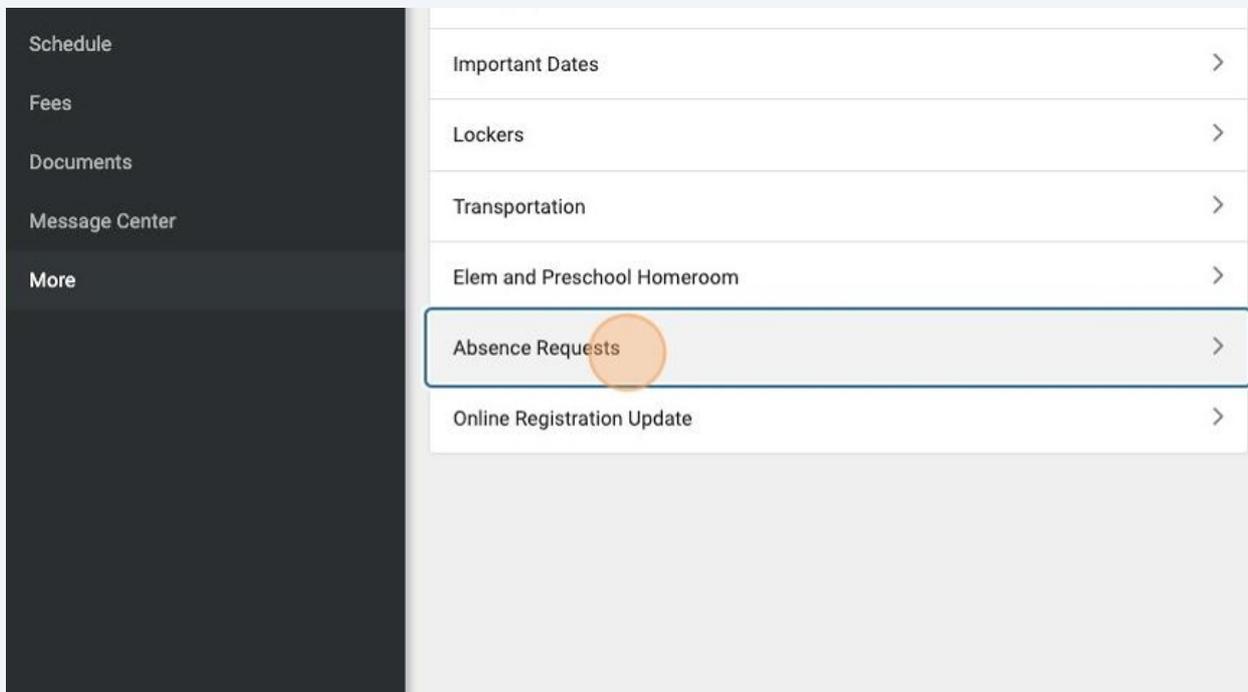
3 From the side menu, click "More."
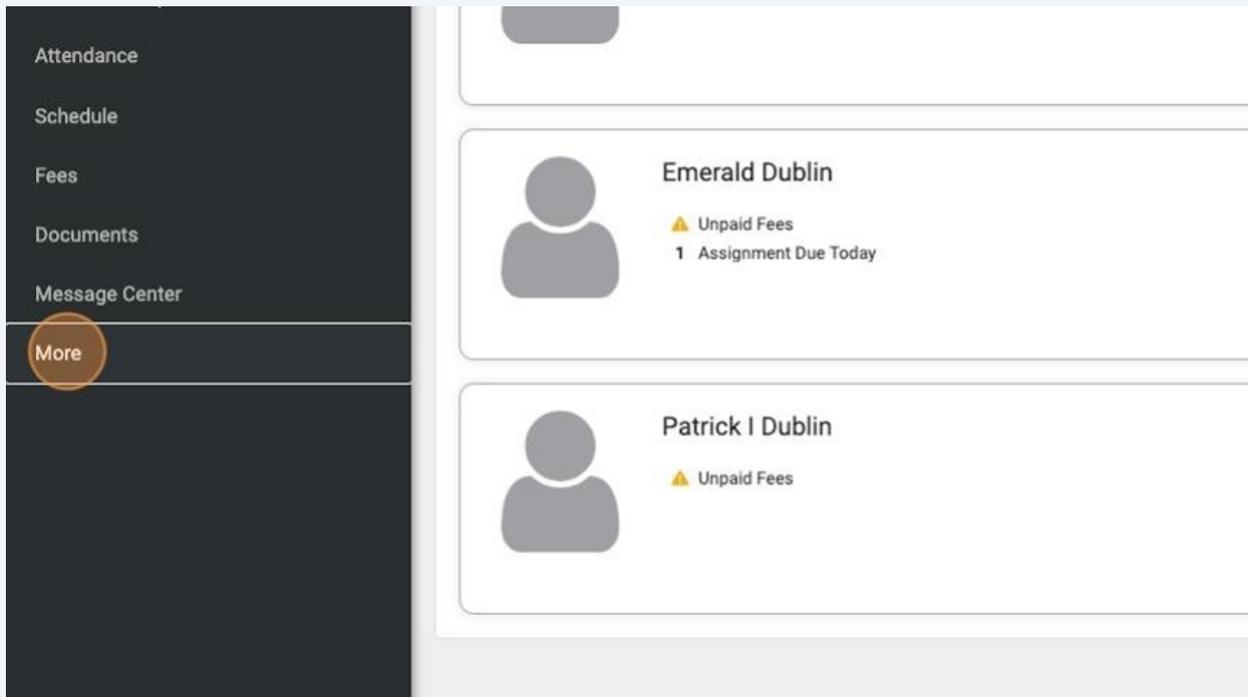
4 Select **Absence Requests**

5 **Select which student will be absent.** (You can choose more than one student at a time, so if siblings are going to miss the same day, a parent can enter their absence request at the same time.)

6 Click the arrow next to the gray excuse box.
Excuses appear in the dropdown menu. Choose the excuse that represents why the student will be absent.

7 Choose what type of absence the student will have.

8 Choices vary depending on the absence type selected.

FULL DAY ABSENCE
If Full Day Absence was selected, place the date of the beginning of the absence in the First Day box. Place the date of the last day of the absence in the Last Day box. If the student will be absent only one day, the dates in the first day and last day boxes should match. Write the reason for the student's absence in the comment box.

ARRIVE LATE
If we choose Arrive Late, a parent is indicating the student will only miss part of the school day and arrive late to school. A parent can select which day they will be arriving and enter their arrival time. Write the reason for the student's late arrival in the comment box.

LEAVE EARLY
If we choose Leave Early, a parent will select which day their student will be leaving early and enter their departure time. Write the reason for why the student will be leaving early in the comment box.

9 Click **Submit**

○ Leave Early

Date (Required)

12/04/2024 🗓

Arrival Time (Required)

1:20 PM 🕐

Comments (Required)

Clover has an orthodontist appointment.

Submit   View Requests