

# How to Report an Upcoming Absence



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.

**Campus Parent**  
Dublin City Schools

Single Sign-On (SSO)

\_\_\_\_\_ or \_\_\_\_\_

Parent Username: (Required)

Password: (Required)

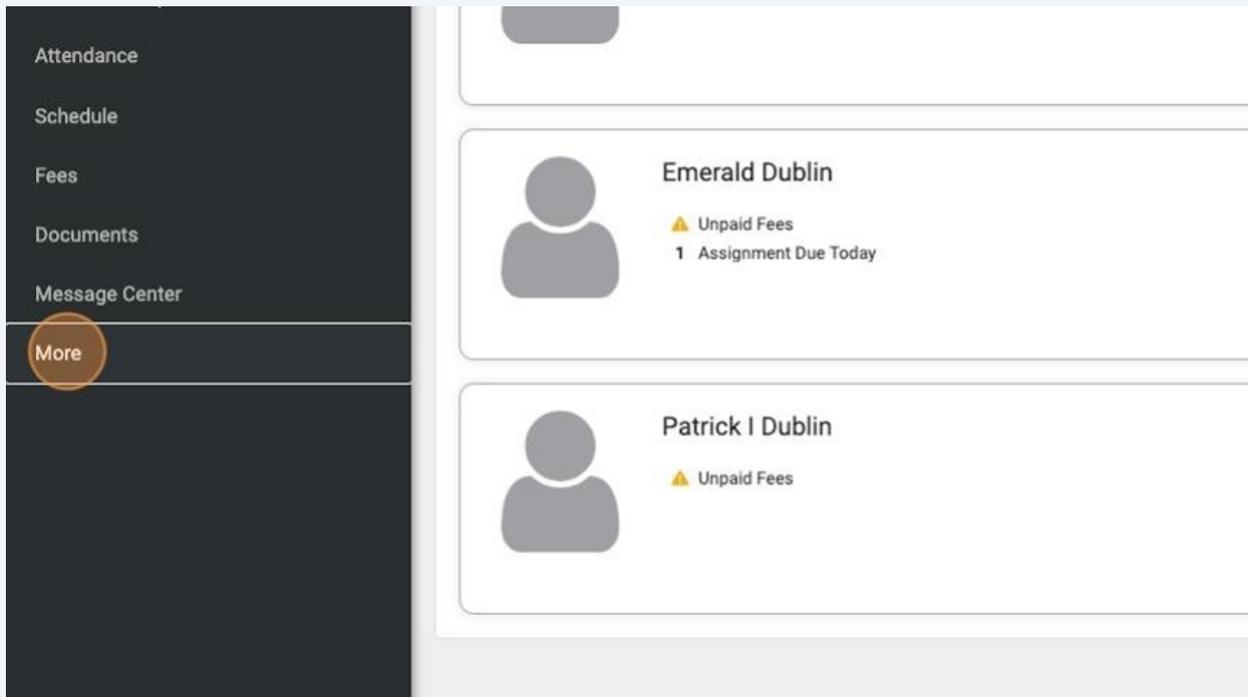
Log In

[Forgot Password?](#)  
[Forgot Username?](#)  
[Help](#)  
[Log in to Campus Student](#)

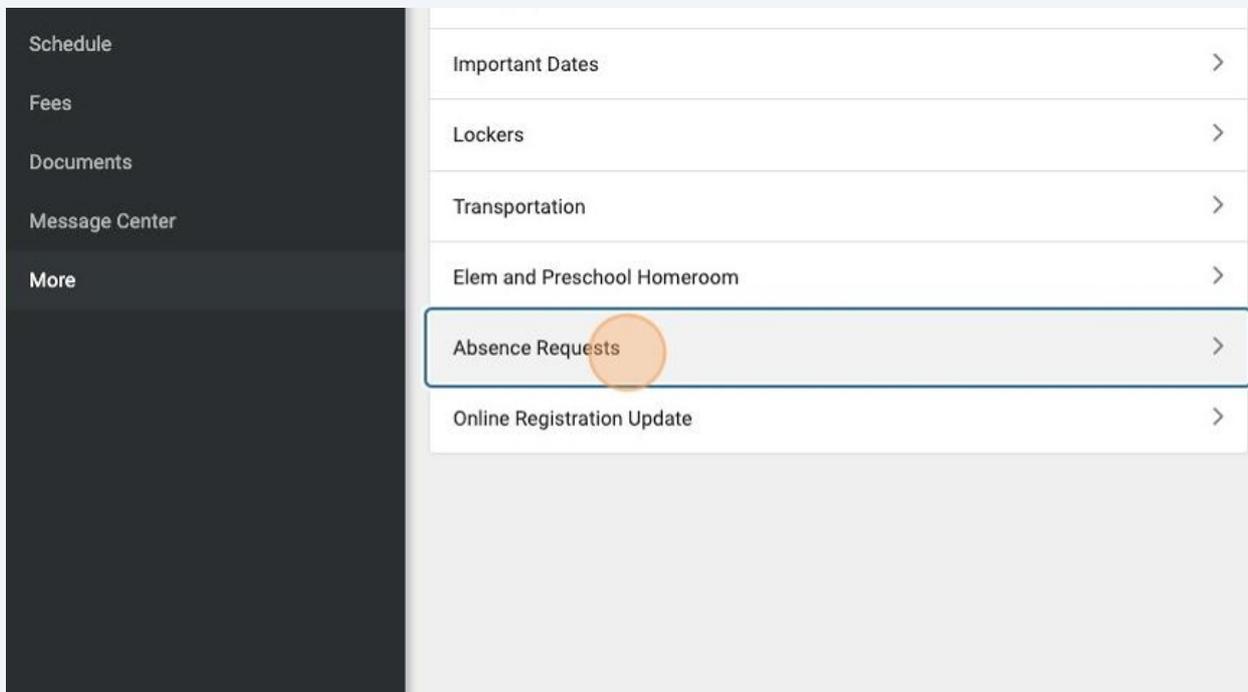
**Announcements** ⓘ

There ar

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.)

Home  
Calendar  
Assignments  
Grades  
Grade Book Updates  
Attendance  
Schedule  
Fees  
Documents  
Message Center  
More

< More | Absence Requests

### Create Request

If your student is not available in the list, contact a school administrator.

Select the students you wish to submit an absence request for

Clover Dublin (Grade: 05)  
 Patrick I Dublin (Grade: 07)  
 Emerald Dublin (Grade: 11)

Excuse (Required)

Absence Type (Required)

Full Day Absence  
 Arrive Late  
 Leave Early

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.

If your student is not available in the list, contact a school administrator.

Select the students you wish to submit an absence request for

Clover Dublin (Grade: 05)  
 Patrick I Dublin (Grade: 07)  
 Emerald Dublin (Grade: 11)

Excuse (Required)

Appointment  
College Visit  
Late  
Sick  
Vacation

7

Choose what type of absence the student will have.

Grade Book Updates

Attendance

Schedule

Fees

Documents

Message Center

More

Select the students you wish to submit an absence request for

Clover Dublin (Grade: 05)

Patrick I Dublin (Grade: 07)

Emerald Dublin (Grade: 11)

Excuse (Required)

Appointment

Absence Type (Required)

Full Day Absence

Arrive Late

Leave Early

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**

more

Leave Early

**Date (Required)**

12/04/2024



**Arrival Time (Required)**

1:20 PM



**Comments (Required)**

Clover has an orthodontist appointment.

Submit

View Requests