



Using Parent Portal to Report Absences

Beginning this school year, parents in PK-12 will now have the ability to report full day absences, late arrivals and early dismissals via their Infinite Campus Parent Portal using the mobile app or website in place of calling the school attendance line. Any parent absence requests should be submitted by 9:00 a.m. on the day of the absence. Known absences may be submitted in advance. The absence request feature is ONLY available to parents via the Parent Portal.

How to report a student absence via the Parent Portal:

- Login to the Parent Portal - <https://trumbullct.infinitecampus.org/campus/portal/parents/trumbull.jsp> or via the Campus Parent (Infinite Campus) mobile app
- On the right menu click on Absence Request
- Or you can access this menu item by clicking More>Absence Request
- Select student name
- Select Excuse Reason
- Select Absence Type: Full Day Absence, Arrive Late, Leave Early
- Enter Date & Time of Absence (if less than a full day absence)
- Enter Comments stating the reason for the absence. This note will excuse absences 1-9; absences 10+ will require a note from a medical professional or documentation submitted to the school in order to be excused.
- If you have any questions please refer to the district's attendance policies: [Policy 5113.1-Attendance Grades K-8](#); [Policy 5113-High School Attendance/Loss of Credit](#)

The screenshot shows the 'Create Request' form in the Infinite Campus Parent Portal. At the top, there is a navigation bar with a back arrow and the text '< More | Absence Requests'. Below this is a header section titled 'Create Request'. A blue informational banner states: 'If your student is not available in the list, contact a school administrator.' The form then prompts the user to 'Select the students you wish to submit an absence request for' and shows a single selection: 'John Doe - TEST (Grade: 11)' with a checked checkbox. Under the 'Excuse' section, a dropdown menu is set to 'APPT: Appointment'. The 'Absence Type' section has three radio button options: 'Full Day Absence', 'Arrive Late', and 'Leave Early', with 'Leave Early' being selected. The 'Date' field is set to '09/03/2024' with a calendar icon. The 'Departure Time' field is set to '1:00 PM' with a clock icon. The 'Comments' section contains a text box with the text: 'Please excuse John at 1:00 p.m. this afternoon as he has a doctor's appointment'.

In addition, parents may continue to call the absence line at the school to report absences or for any additional absence related questions. Our hope is that by providing the ability for parents to report absences via the Infinite Campus portal this will improve our school communication and efficiency.