



Reporting an Absence through the Parent Portal

- Log into your Parent Portal Account and select the “MORE” button

The screenshot shows the Infinite Campus Parent Portal Home page. The left sidebar contains a list of navigation options: Home, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Academic Plan, Fees, Documents, Message Center, and More. The 'More' option is highlighted with a red box, and a red arrow points to it from the right. The main content area displays a message: 'Course Registration is currently open for'. Below this message are two large, empty rectangular boxes. On the right side of the page, there are three sections: 'Announcements' (No announcements.), 'Inbox' (No messages available.), and 'Upcoming Dates' (listing dates from 12/24/2024 to 12/26/2024). At the bottom right, there is a 'Quick Links' section with links to Arizona College Prep High School, Santan Junior High School, AASA Score Reports / Informes de Puntuación AASA, and Acuerdo de Dispositivos.

- Select “Absence Requests”

The screenshot shows the Infinite Campus Parent Portal 'More' page. The left sidebar contains the same navigation options as the previous screenshot, with 'More' highlighted in green. The main content area displays a list of links: Contact List, Course Registration, Important Dates, Lockers, Transportation, ICS, Absence Requests, Annual Update and New Student Registration, and Hall Pass. The 'Absence Requests' link is highlighted with a red box, and a red arrow points to it from the left. On the right side of the page, there is a 'Quick Links' section with links to Arizona College Prep High School, Santan Junior High School, AASA Score Reports / Informes de Puntuación AASA, Acuerdo de Dispositivos, Clever, COA Attendance Submission, IMPACT Chandler Scholars, InTouch Fee Payments, NON CEF Student Service Hours, ParentSquare Login, and Transportation Request / Petición para Transporte.



- Select your Student(s) to report an absence

- Complete the required fields and “Submit”

View requested attendance

- Click More > Absence Requests > View Requests