

Absence Request (Campus Parent)

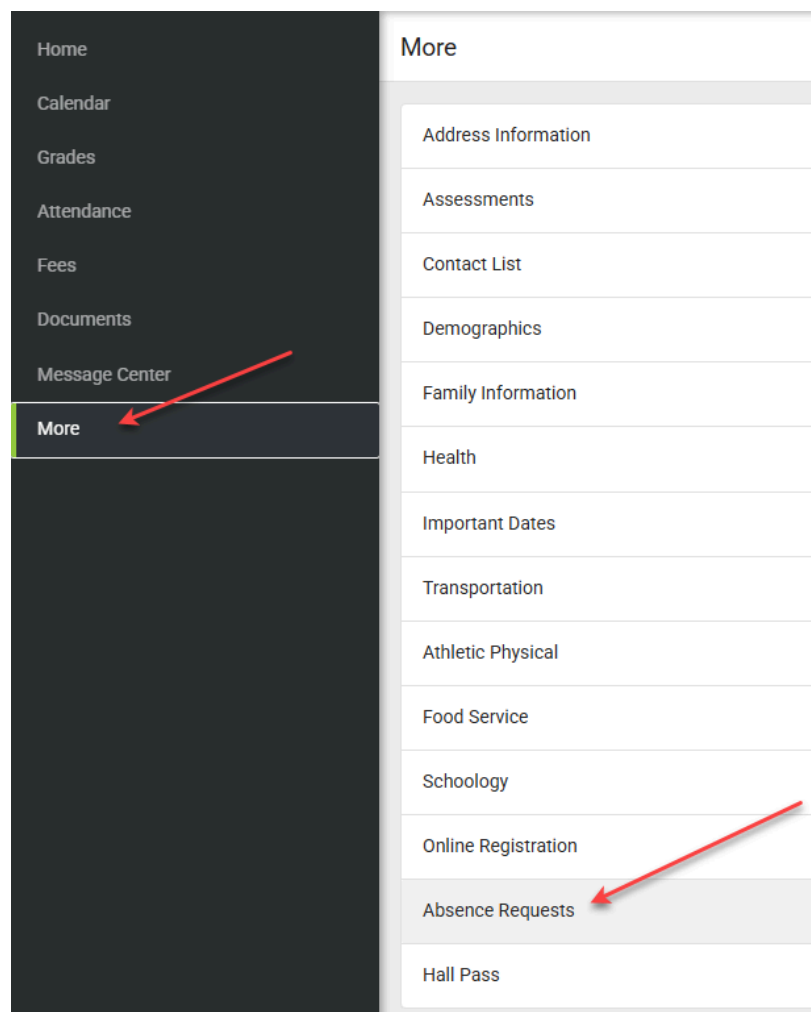
Portal: Campus Parent > More > Absence Request

Parents and guardians can 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. After the request is processed, Campus creates an attendance record for the student.

Log into Campus Parent:

<https://district196mn.infinitecampus.org/campus/portal/parents/district196.jsp>

Click on 'More' then 'Absence Requests'




Submit a New Absence Request

1. Mark the student for whom you are submitting the absence request.
2. Select the reason the student will be absent from the **Excuse** dropdown list.
3. Select the **Absence Type**.

Full Day Absence: This option allows you to submit a request for an entire day. You may request more than one day. Be sure to enter the dates in the First Day and Last Day fields.

Select the students you wish to submit an absence request for



Excuse (Required)


Vacation


Absence Type (Required)

Full Day Absence

Arrive Late

Leave Early

First Day (Required) 

Last Day (Required) 

Number of Days 3


Comments (Required)

Family Vacation


Arrive Late: If you select the Arrive Late option, enter the time your student will arrive in the **Arrival Time** field.

Arrival Time must be between 6 am and 6 pm. Parents can enter a time 5 minutes into the past. This allows for instances where a parent drops a student off and then remembers to enter an absence request for them.

Select the students you wish to submit an absence request for



Excuse (Required)

Doctor or Health / Wel... 


Absence Type (Required)

Full Day Absence


Arrive Late

Leave Early

Date (Required)



Arrival Time (Required)



Comments (Required)

Ortho appt

Leave Early: If you select the Leave Early option, enter the time your student will leave in the **Departure Time** field.

Excuse (Required)
Doctor or Health / Wel... ▼

Absence Type (Required)
 Full Day Absence
 Arrive Late
 Leave Early

Date (Required)
09/22/2025

Departure Time (Required)
1:45 PM

Comments (Required)
Ortho appt

4. Enter the date(s) for the absence.
5. Upload any optional/required documents. Only one document is allowed per request and it will be attached to every student in the request.
6. Enter Comments about the absence reason.
Comments are limited to 100 characters.
7. Click Submit when finished.

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

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

Back **Delete Request**