

How to

Report An Absence

in the Infinite Campus Parent Portal

U-46 Parents/Guardians:

REPORT YOUR CHILD'S ABSENCE ONLINE USING INFINITE CAMPUS

As part of U-46's Every Minute Matters attendance awareness campaign, we are excited to introduce a new and easy way for you to report your child's absence online through the Infinite Campus Parent Portal. Starting October 21, 2025 this new feature will help ensure that every minute your child is in school is counted.

How It Works

- Log into Infinite Campus using your parent account (student accounts cannot access this feature).
- Go to the 'More' section.
- Choose the 'Report Absence' option, select the date(s), and provide the reason for your child's absence.



Why It Matters

We know that every minute in school counts! Accurate attendance records help track your child's progress and ensure they don't miss out on valuable learning opportunities.

Important Reminders

- Please use your parent account (not a student account) to report absences.
- You will receive a confirmation once the absence is recorded.

Resources



Tutorial Video

u-46.org/infinitecampus



u-46.org/attendance



u-46.org/infinitecampusabsence



In the Infinite Campus Parent Portal, parents/guardians can view grades, assignments and attendance records. For questions, please contact your child's school.

How to

Report An Absence

in Infinite Campus Parent Portal



U-46 Parents/Guardians:

Log into your parent portal from your computer or app. From the main page, click 'More.'



Tutorial Video

Home | 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

☐ Student Name (Grade 04)

Excuse *

Absence Type *

☒ Full Day Absence
☐ Arrive Late
☐ Leave Early

First Day * 10/13/2024

Last Day * 10/13/2024

Number of Days 1

Comments *

Submit View Requests

Once in the 'More' options, select 'Absence Requests.'

Select the student who will be absent.

Select the reason from the dropdown options.

Select the absence type and whether they will be out the entire day, need to arrive late, or leave early.

Choose the date(s) of the absence.

Provide a reason for the absence, such as illness or family event.

- Once you've reviewed the details, click 'Submit.'
- A confirmation message will appear noting that your submission was received.
- The school will either accept the request, which will appear in the Parent Portal, or will contact you for additional information.

u-46.org/attendance



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