

Parent Portal

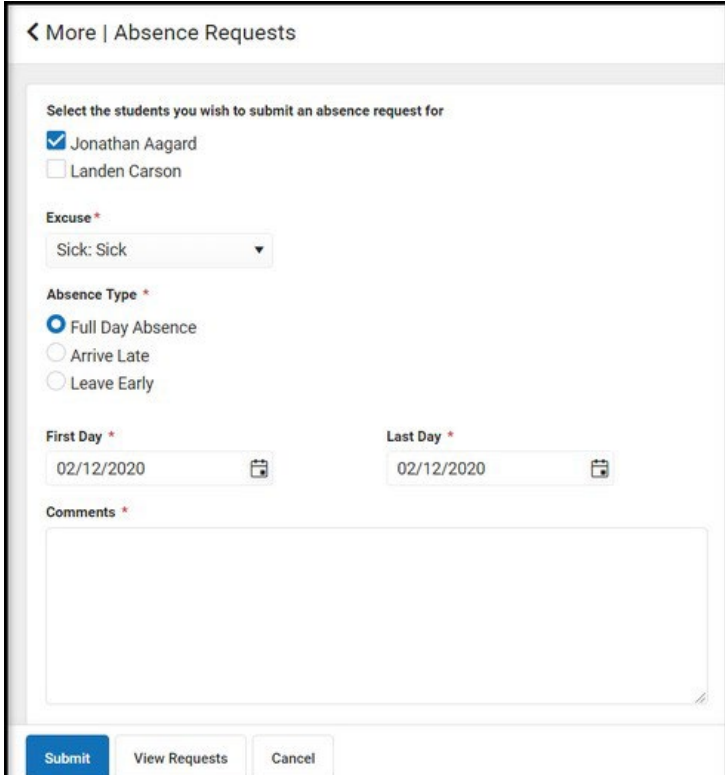
Absence Request

Parents and guardians can use the Absence Request Tool to submit a request to inform the school in advance when their student will not be in school, will arrive late, or will need to be dismissed early. After the request is processed by district personnel, the student's attendance record is created, and a confirmation email is sent to the person requesting the absence.

If an absence request is submitted using this tool, the request will be used as the excuse for the student. An excuse will not need to be sent to school upon the student's return.

To submit an absence request:

1. Log into the Infinite Campus Parent Portal at <https://eastislipny.infinitecampus.org/campus/portal/eastislip.jsp> or use the Parent Portal app on a mobile device.
2. Select More at the bottom of the menu on the left side of the screen.
3. Select Absence Requests
4. Select the student(s) for whom the absence request is being created.
5. Using the Excuse drop-down menu, select the reason that best describes the reason or the absence.
6. Select the Absence Type: Full Day, Arrive Late, Leave Early.
7. Enter the dates of the first and last day. If "Arrive late or Leave early" was selected, you can enter the time the student will arrive or need to be dismissed. School building procedures for late arrival and early dismissal must still be followed.
8. Enter comments about the absence. Comments are limited to 50 characters.
9. Click Submit.



The screenshot shows a web form titled "More | Absence Requests". The form includes a section for selecting students, with "Jonathan Aagard" selected and "Landen Carson" unselected. Below this is an "Excuse" dropdown menu set to "Sick: Sick". The "Absence Type" section has three radio buttons: "Full Day Absence" (selected), "Arrive Late", and "Leave Early". The "First Day" and "Last Day" fields are both set to "02/12/2020". There is a large text area for "Comments". At the bottom, there are three buttons: "Submit", "View Requests", and "Cancel".

Clicking the View Requests button will list all absence requests that you have submitted and the status (pending, approved, or denied).
