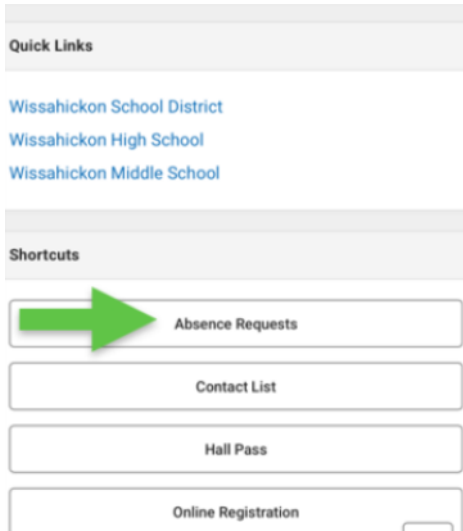


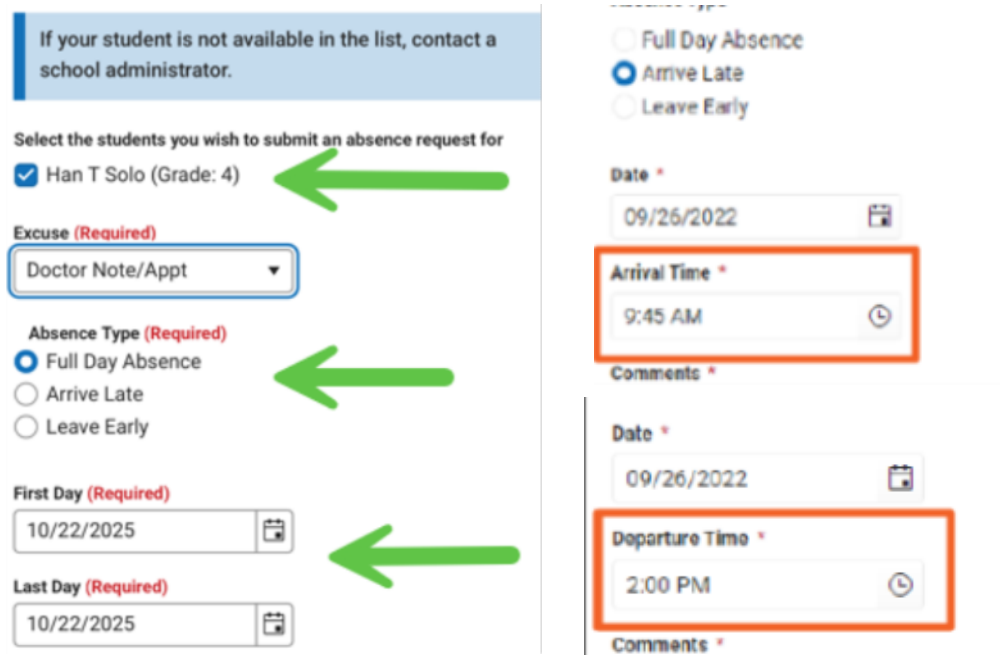
Absence - Tardy Request (Campus Parent) Phone App

Entering an Absence through the Infinite Campus App

1. Login to the Infinite Campus Parent Portal App.
2. Scroll down to the Shortcuts section.
3. Click on the Absence Request button.



4. Select your child that will be absent.
5. Choose the Absence Type: Full Day, Arrive Late, or Leave Early
 - Full day option requires the first and last day to be selected.
 - Arrive Late or Leave Early requires the arrival time or departure time to be selected.



6. Optionally, you may upload a document related to the absence, such as a doctor's note.
7. Details of the absence are required to be added to the comment box.
8. Click Submit to submit the Absence Request.

Number of Days
1

Upload Document

Select files... Drop files here to select

Comments (Required)

My child has a doctors appointment, I will email the note after I receive it from the doctor today.

Submit **View Requests**

Viewing and Deleting Requests

- You can view previously submitted requests via the View Requests button.

Submit **View Requests**

- You can delete submitted requests, but only if the status says "submitted".
- You cannot delete any absence that has been processed by the main office.
- Click on the Absence to delete it.



< Back | Absence Requests

Current Requests

NAME	DATE	STATUS
Han Solo	10/22/2025	SUBMITTED >
Han Solo	10/1/2025	PROCESSED >

Once in the absence, click the Delete Request button at the bottom of the request.

Back **Delete Request**