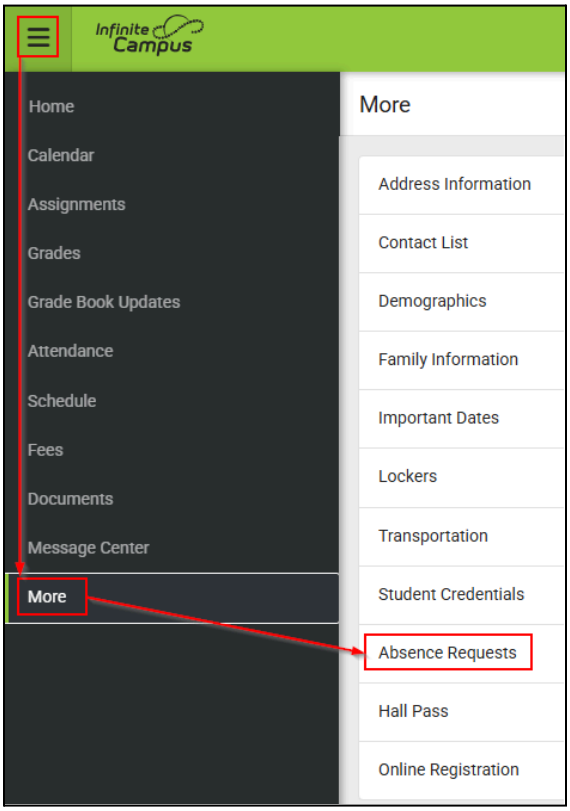
HOW TO Report a Student Absence in the IC Parent Portal

1. Log into the Parent Portal.

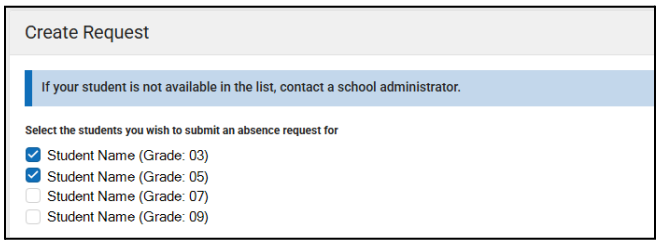
2. Click on the three lines (Menu) in the upper left hand corner.

3. Select 'More' from the menu on the left side.

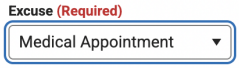
4. Select 'Absence Requests'.



5. Select the checkbox(es) next to the student name(s) who you are reporting as absent.



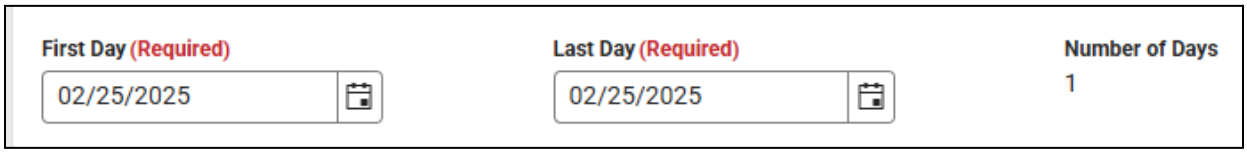
6. Select 'Excuse' (Medical or parent/guardian excused).



7. Select 'Absence Type' (length of absence).



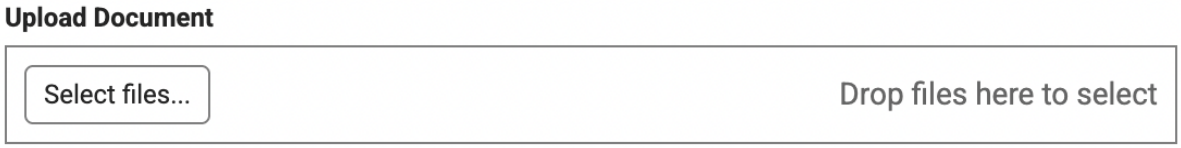
8. Verify date(s) of absence.



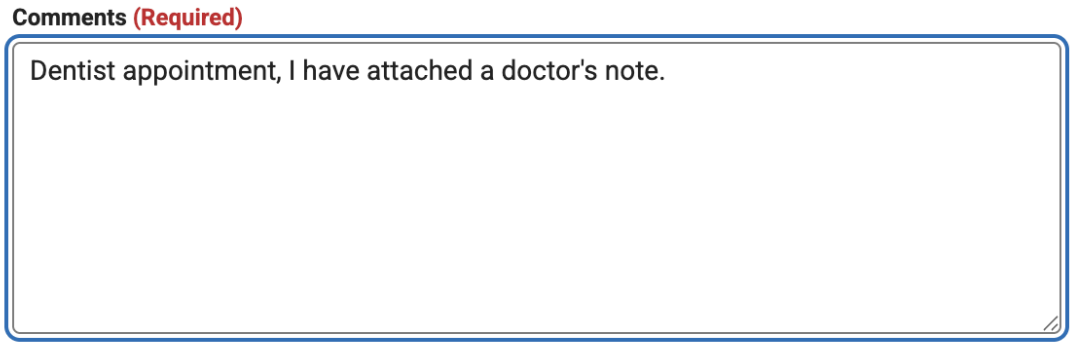
9. If requesting a late arrival or early departure, verify the time of arrival/departure. This is not necessary for Full Day Absences.



10. For Medical Appointment excuses, a document from the medical provider may be uploaded here, if you have documentation at the time of submitting the absence request.



11. In 'Comments,' write information related to the absence so the office may be aware (symptoms, appointment type,etc), as well as any other comments you would like to give the office.



11. Hit 'Submit'.

More information on the IC Absence Request features are found on this document from Infinite Campus linked here. If you have additional questions, contact your school office.