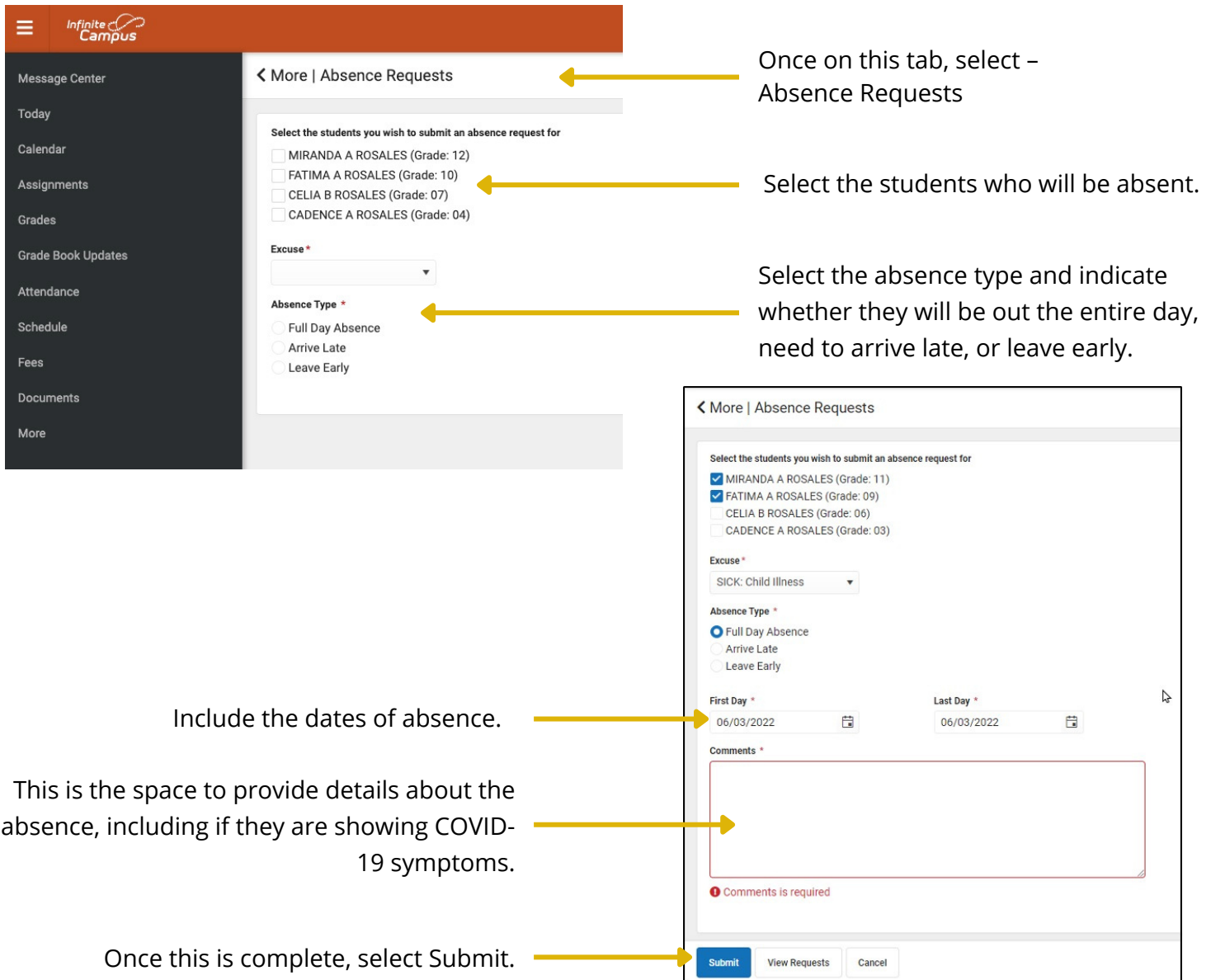


WCSD Parents!

You can now report absences using the Infinite Campus Parent Portal. This new feature enables a parent to request an absence without calling their child's school.

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



The screenshot shows the 'More | Absence Requests' form in the Infinite Campus Parent Portal. The form is divided into several sections with annotations:

- Message Center**: A sidebar menu on the left with options like Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Documents, and More.
- More | Absence Requests**: The main heading of the form.
- Select the students you wish to submit an absence request for**: A list of students with checkboxes:
 - ☐ MIRANDA A ROSALES (Grade: 12)
 - ☐ FATIMA A ROSALES (Grade: 10)
 - ☐ CELIA B ROSALES (Grade: 07)
 - ☐ CADENCE A ROSALES (Grade: 04)
- Excuse ***: A dropdown menu with the selected option being 'SICK: Child Illness'.
- Absence Type ***: Radio buttons for:
 - ☐ Full Day Absence
 - ☐ Arrive Late
 - ☐ Leave Early
- First Day *** and **Last Day ***: Date pickers both set to 06/03/2022.
- Comments ***: A text area for providing details about the absence, including if they are showing COVID-19 symptoms. A red error message below it says 'Comments is required'.
- Submit**: A blue button at the bottom left of the form.
- View Requests** and **Cancel**: Buttons at the bottom right of the form.

Annotations with arrows point to the following elements:

- 'More | Absence Requests' tab.
- Student selection checkboxes.
- 'Absence Type' radio buttons.
- 'First Day' and 'Last Day' date pickers.
- 'Comments' text area.
- 'Submit' button.

As a reminder, families can keep track of their student's attendance under the parent portal. If they are any errors, please call the school.

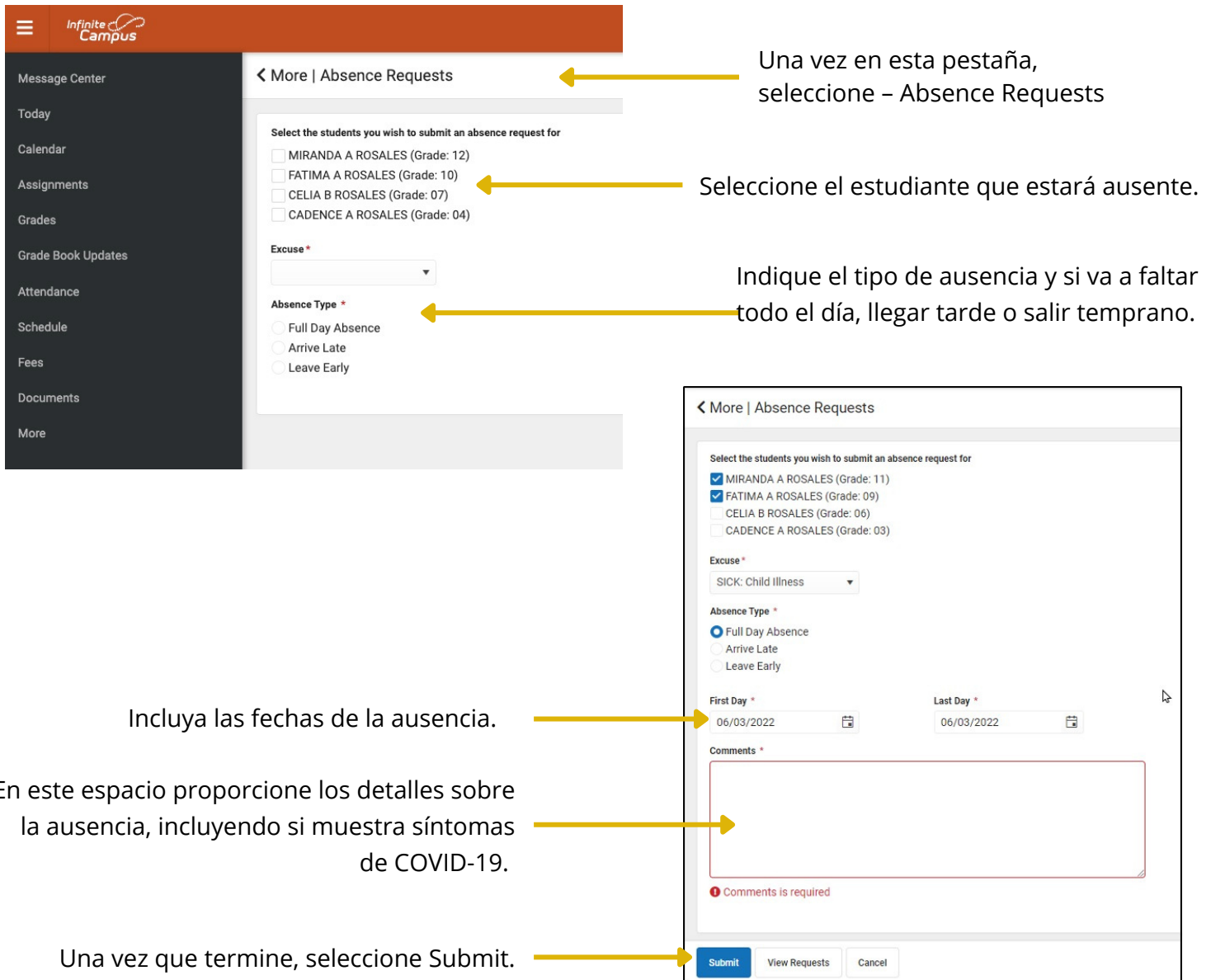
Please visit www.washoeschools.net/attendance to watch a tutorial video and for more information.

¡Padres de WCSD!

Ahora puede reportar las ausencias en el Portal de Padres de Infinite Campus. Esta nueva función permite a los padres solicitar una ausencia sin llamar a la escuela de su estudiante.

Inicie la sesión del Portal de Padres de su computadora o aplicación.

En la página principal, haga clic en 'Más'.



Una vez en esta pestaña, seleccione – Absence Requests

Seleccione el estudiante que estará ausente.

Indique el tipo de ausencia y si va a faltar todo el día, llegar tarde o salir temprano.

Incluya las fechas de la ausencia.

En este espacio proporcione los detalles sobre la ausencia, incluyendo si muestra síntomas de COVID-19.

Una vez que termine, seleccione Submit.

The form includes the following fields and options:

- Select the students you wish to submit an absence request for:**
 - ☐ MIRANDA A ROSALES (Grade: 12)
 - ☐ FATIMA A ROSALES (Grade: 10)
 - ☐ CELIA B ROSALES (Grade: 07)
 - ☐ CADENCE A ROSALES (Grade: 04)
- Excuse *** (Dropdown menu)
- Absence Type ***
 - ☐ Full Day Absence
 - ☐ Arrive Late
 - ☐ Leave Early
- First Day *** (Date field: 06/03/2022)
- Last Day *** (Date field: 06/03/2022)
- Comments *** (Text area with a red border and a message: "Comments is required")
- Buttons:** Submit, View Requests, Cancel

Las familias pueden estar al tanto de la asistencia de su estudiante con el portal de padres. Si hay errores, por favor comuníquese con la escuela.

Por favor visite www.washoeschools.net/attendance para ver un video y para más información.