

You can report student absences directly via the **Infinite Campus Parent App**—no phone calls or paper notes required.

Use the **Absence Request** feature for full-day absences, late arrivals, or early check-outs.

- **Medical Notes:** Request the absence the morning of the visit, then upload the doctor's note later under "View Requests."
- **Vacations/Educational Trips:** You **must** upload the [Educational Trip Form](#) with your request.

Grade-Specific Reminders

- **K-6 Parents:**
 - **PickUp Patrol:** Use this for any **changes to dismissal routines** (e.g., switching from the bus to parent pick-up or staying for an after-school club).
 - **Infinite Campus:** Use the **Absence Request** feature for **full-day absences, late arrivals, or early check-outs**.
- **Middle School Parents:**
 - **Early Pick-Up Policy:** To ensure a smooth dismissal, the latest time for early pick-up is **2:25 PM**. Please remind your student to stop by the office before homeroom to collect their early dismissal pass.

Resources & Tutorials

- [Absence Requests Tutorial](#)
- [Video Tutorial](#)
- [Tutorial \(Spanish\)](#)