



Mohall Lansford Sherwood School

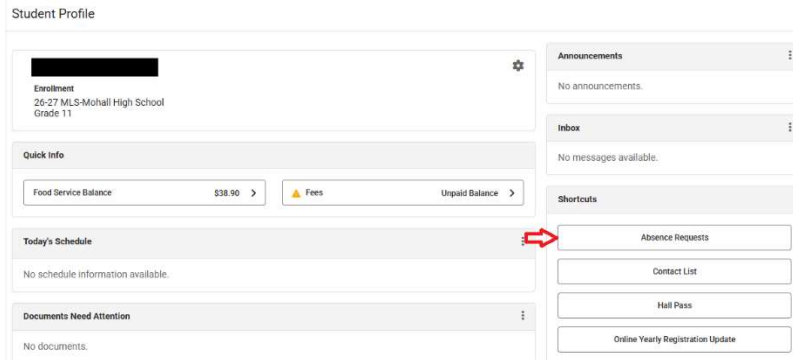
Infinite Campus Parent User Guide

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Absence Requests

To inform the school of an absence, click on Absence Requests under Shortcuts in your Student Profile. It can also be accessed by clicking on More then Absence Requests.



Student Profile

Enrollment
26-27 MLS-Mohall High School
Grade 11

Quick Info

Food Service Balance \$38.90 > Fees Unpaid Balance >

Today's Schedule

No schedule information available.

Documents Need Attention

No documents.

Announcements

No announcements.

Inbox

No messages available.

Shortcuts

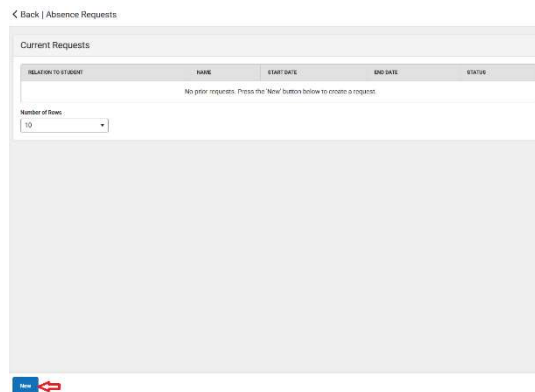
Absence Requests

Contact List

Hall Pass

Online Yearly Registration Update

Click on New at the bottom of your screen.



< Back | Absence Requests

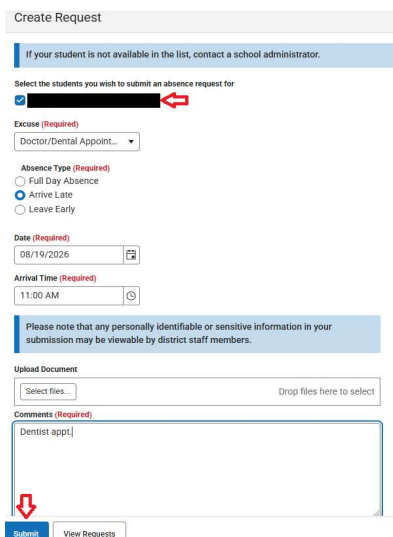
Current Requests

RELATION TO STUDENT	NAME	START DATE	END DATE	STATUS
No prior requests. Press the 'New' button below to create a request.				

Number of Rows: 10

New

Select your student from the list, fill in all required fields. Once completed, click Submit.



Create Request

If your student is not available in the list, contact a school administrator.

Select the students you wish to submit an absence request for

Excuse (Required)

Doctor/Dental Appointment...

Absence Type (Required)

☐ Full Day Absence

☒ Arrive Late

☐ Leave Early

Date (Required)

08/19/2026

Arrival Time (Required)

11:00 AM

Please note that any personally identifiable or sensitive information in your submission may be viewable by district staff members.

Upload Document

Select files... Drop files here to select

Comments (Required)

Dentist appt.

Submit View Requests

Once submitted, the request will appear on the screen with a “Submitted” status, and the office will be notified.

[← Back](#) | Absence Requests

Current Requests				
RELATION TO STUDENT	NAME	START DATE	END DATE	STATUS
Father		Sep 3, 2026	Sep 3, 2026	SUBMITTED >
Number of Rows				
10 ▼				

To add another request, repeat the above steps.

Fees

If your student has a fee assigned to them, a yellow triangle will appear next to the Fees category on the Student Profile page.

The screenshot shows the 'Student Profile' page for a student named [REDACTED] enrolled in 26-27 MLS-Mohall High School, Grade 11. The 'Quick Info' section displays the 'Food Service Balance' as \$38.90 and the 'Fees' category with a yellow triangle icon and 'Unpaid Balance' next to it. The 'Fees' category is highlighted with a red box. Other sections include 'Today's Schedule' (No schedule information available), 'Documents Need Attention' (No documents), 'Announcements' (No announcements), 'Inbox' (No messages available), and 'Shortcuts' (Absence Requests, Contact List, Hall Pass, Online Yearly Registration Update).

Viewing and Paying Fees

To get to the fee page, either click on the Fees box on the Student Profile page, or click on Fees at the left-hand side of the screen.

This screenshot shows the 'Student Profile' page with a sidebar on the left. The sidebar contains a menu with options: Home, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Food Service, Fees, School Store, Documents, and Message Center. The 'Fees' option is highlighted with a red arrow. The main content area shows the 'Student Profile' for [REDACTED], with the 'Quick Info' section displaying the 'Food Service Balance' as \$38.90 and the 'Fees' category with a yellow triangle icon and 'Unpaid Balance' next to it. A red arrow points to the 'Fees' category.

To view details on the fee, click on details.

The screenshot shows the 'Fees' page with a header 'Back | Fees'. Below the header is a blue box with instructions: 'Select filtering options, if needed, and click Apply to view applicable records. Payment amount can be adjusted in cart if fee is not being paid in full at this time.' Below this are three filters: 'Filter By Person' (dropdown), 'Filter By School Year' (dropdown set to 2026 - 2027), and 'Filter By Type' (dropdown set to Unpaid). An 'Apply' button is below the filters. Below the filters, it says 'Total Due: \$310.00'. Below this is a table with columns: DESCRIPTION, DUE DATE, PERSON, FEE BALANCE, and ACTION. The table has two rows: 'Chromebook' with a due date of 07/22/2026 and a fee balance of 300.00, and 'Misc.' with a due date of 07/22/2026 and a fee balance of 10.00. A red arrow points to the 'Details' link in the 'ACTION' column for the 'Chromebook' row. Below the table is a 'Total' row with a fee balance of 310.00.

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE	ACTION
Chromebook	07/22/2026	[REDACTED]	300.00	Details Add to Cart
Misc.	07/22/2026	[REDACTED]	10.00	Details Add to Cart
Total			310.00	

A screen will appear showing any comments associated with that fee. Click Close when finished reviewing the details screen.

Chromebook Due Date: 07/22/2026		
DESCRIPTION	DATE	AMOUNT
Fee Assessed	07/22/2026	300.00
Comments: From 2025-2026 school year		

[Close](#)

Click on Add to Cart to add the fee to your cart. Do this for each fee associated with your student.

[< Back | Fees](#)

Select filtering options, if needed, and click Apply to view applicable records.
Payment amount can be adjusted in cart if fee is not being paid in full at this time.

Filter By Person

Filter By School Year
2026 - 2027

Filter By Type
Unpaid

Apply

Total Due: \$310.00

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE	VIEW	ACTION
Chromebook	07/22/2026		300.00	Details	Add to Cart
Misc.	07/22/2026		10.00	Details	Add to Cart
Total			310.00		

Click on My Cart at the right hand of your screen.

[< Back | Fees](#)

Select filtering options, if needed, and click Apply to view applicable records.
Payment amount can be adjusted in cart if fee is not being paid in full at this time.

Filter By Person

Filter By School Year
2026 - 2027

Filter By Type
Unpaid

Apply

Total Due: \$310.00

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE	VIEW	ACTION
Chromebook	07/22/2026		300.00	Details	IN CART
Misc.	07/22/2026		10.00	Details	IN CART
Total			310.00		

2
Items In Cart
\$310.00

[My Cart](#)

[My Accounts](#)

Click on Add Payment Method

If you have questions regarding your payment, please contact MLS at 701-756-6660.

FEE DESCRIPTION	NAME	FEE AMOUNT	AMOUNT
Chromebook		\$300.00	\$300.00 Remove
Misc.		\$10.00	\$10.00 Remove

Payment Method (Required)
No payment methods available

[Add Payment Method](#) 

Subtotal: \$310.00
Service Fee:
Total: \$310.00

Email Address for Receipt
Must be a valid email similar to "user@example.com"

A screen will appear on the right-hand side of your screen. Enter in all of the information for your payment method. Click Save.

Payment Method

Accepted Payment Methods:
VISA  DISCOVER 

Nickname

Use as Default Payment Method:
☐

All fields below are required

☐ Card ☐ US bank account

Card number
1234 1234 1234 1234  

Expiration date
MM / YY Security code
CVC

By providing your card information, you allow Mohall Lansford Sherwood Public School District No. 1 to charge your card for future payments in accordance with their terms.

Full name

Country or region
United States 

[Save](#) [Cancel](#)

Click Submit Payment as the bottom of the screen. If you entered an email address, you will receive an emailed receipt.

FEE DESCRIPTION	NAME
Chromebook	
Misc.	

Payment Method (Required)
No payment methods available

[Add Payment Method](#)

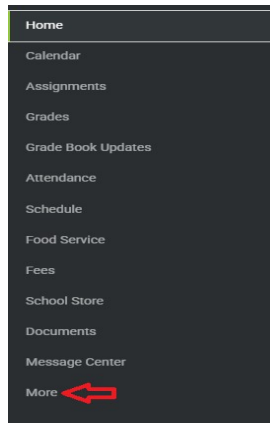
 Payment Method is required

Email Address for Receipt
Must be a valid email similar to "user@example.com"

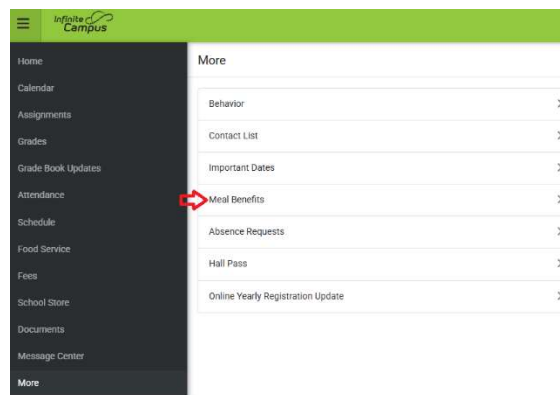
[Submit Payment](#) 

Free/Reduced Meal Application

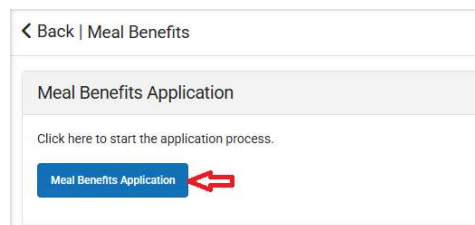
To find the Free/Reduced Meal application, click on More at the left-hand side of your screen.



Click on Meal Benefits



Click on Meal Benefits Application



Review the Letter to the Household and click Next.

Letter to Household

Dear Parent/Guardian:

Children need healthy meals to learn. Mohall Lansford Sherwood School offers healthy meals every school day. Breakfast costs \$2.30; lunch costs 2.90. Your children may qualify for free meals or for reduced price meals. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from [State SNAP], [the Food Distribution Program on Indian Reservations (FDPIR)] or [State TANF], are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart the chart below.

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your _____



Review the “How To” information, click Next.

How To Apply For Free And Reduced Priced Student Meals

You are submitting an application for the 2026-2027 School Year. Application Instructions will help guide you through the application process.

It is recommended you gather any household income information needed and review your household members in the Household Information section of the Portal for accuracy prior to starting the online application. The USDA's definition of a household member is any child or adult living with you.

Signer Confirmation

Please review the application signer's name and household address below. Confirm you are the person signing this online application by selecting "Next". Select "Cancel" if you are not this person or if you do not wish to continue.

You are applying for meal benefits for all household members living at the address below. If the address is incorrect, please contact your child(ren)'s school to request a change.

Household Members

Household Members are listed below. You must confirm each person living in your household by selecting the "Household Member" button. If a person listed below is no longer living in your household, do not select the "Household Member" button. If there are persons missing from your household you will need to add them by selecting the "Add Household Member" button. You are not allowed to edit existing household member information or uncheck the application signer. After you have identified and/or added household members select "Next" to continue.



Review the Signer Confirmation page, click Next.

Meal Benefits Application

Signer Confirmation (Step 3 of 12)

Please review the application signer's name and household address below. Confirm you are the person signing this online application by selecting "Next". Select "Cancel" if you are not this person or if you do not wish to continue.

_____ you have been identified as the household member signing this Meal Benefits Application.

You are applying for meal benefits for all household members living at the address below. If the address is incorrect, please contact your child(ren)'s school to request a change.

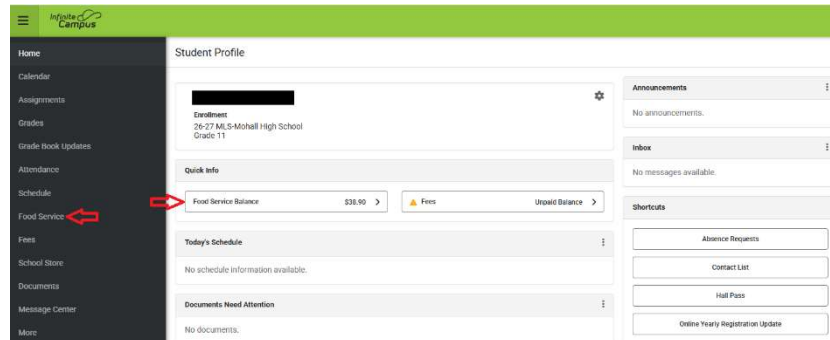
Primary Address:
Mohall, SD 58701



Continue through all 12 steps, following the instructions at the top of each page. Once you electronically sign the application, please allow up to 10 business days for the results. A letter will be sent to your household. If you do not here from the school or receive a letter, please contact Kim Strand at 701-756-6660.

Meal Balance/Payment

Your student's meal balance will appear on your student profile page. To view/pay your meal balance, click on Food Service Balance or click on Food Service on the left-hand side of your screen.



To view more details on the meal balance, click on View and a more detailed screen will appear, you have the option to print that screen if desired. Click Back to return to the summary page.

< Back | Food Service

ACCOUNT NAME	ACCOUNT #	BALANCE	ACTIONS
[REDACTED]	10287	\$38.90	 View
Pay Preferences			

< Back | Account Detail



[REDACTED]

Time Frame
Last 7 Days

Totals for selected time frame

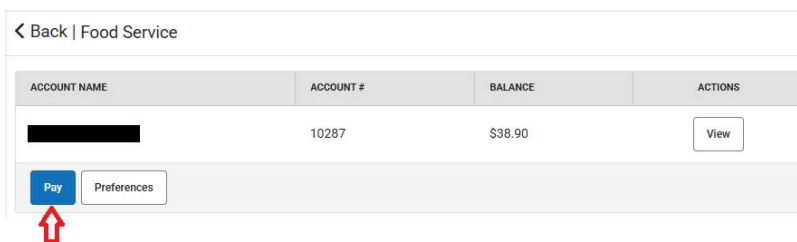
Current Balance:	\$38.90	Starting Balance:	\$38.90
Money In:	\$0.00	Money Out:	\$0.00

Transaction List

No activity found for this time frame

[Print](#)

Click on Pay to add funds to your student's meal balance.



Enter the dollar amount that you would like to add to your student's meal balance. Click Add to Cart.

< Back | Food Service

ACCOUNT NAME	ACCOUNT #	BALANCE	AMOUNT	ACTIONS
[REDACTED]	10287	\$38.90	\$5.00	View

Click on My Cart at the right-hand side you're your screen.

1 Item in Cart
\$5.00

Click on Add Payment Method if you have not saved one to your account yet.

< Back | Checkout

If you have questions regarding your payment, please contact MLS at 701-756-6660.

FOOD SERVICE ACCOUNT	NAME	AMOUNT	
Food Service Account: [REDACTED]	[REDACTED]	\$5.00	Remove

Payment Method (Required)
 No payment methods available

Email Address for Receipt
 Must be a valid email similar to "user@example.com"
 [REDACTED]

Subtotal: \$5.00
 Service Fee:
 Total: \$5.00

A screen will appear on the right-hand side of your screen. Enter in all of the information for your payment method. Click Save.

Payment Method

Accepted Payment Methods:

Nickname

Use as Default Payment Method:
☐

All fields below are required

Card number

Expiration date
 MM / YY:

Security code
 CVC:

By providing your card information, you allow Mohall Lansford Sherwood Public School District No. 1 to charge your card for future payments in accordance with their terms.

Full name

Country or region

Click Submit Payment as the bottom of the screen. If you entered an email address, you will receive an emailed receipt.

← Back | Checkout

If you have questions regarding your payment, please contact MLS at 701-756-6660.

FOOD SERVICE ACCOUNT	NAME	AMOUNT
Food Service Account: [REDACTED]	[REDACTED]	\$5.00 Remove

Payment Method (Required)
No payment methods available
[Add Payment Method](#)

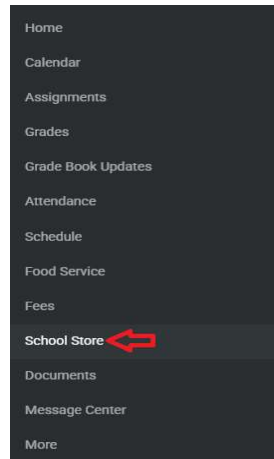
Subtotal: \$5.00
Service Fee:
Total: \$5.00

Email Address for Receipt
Must be a valid email similar to "user@example.com"
[REDACTED]

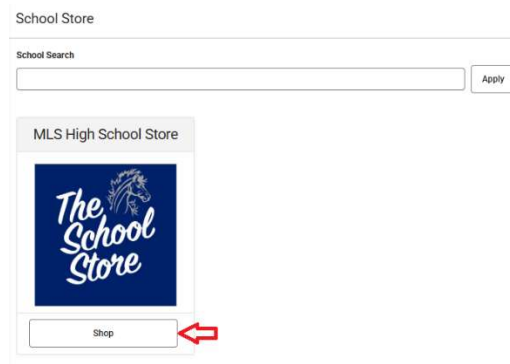
[Submit Payment](#) ↩

School Store

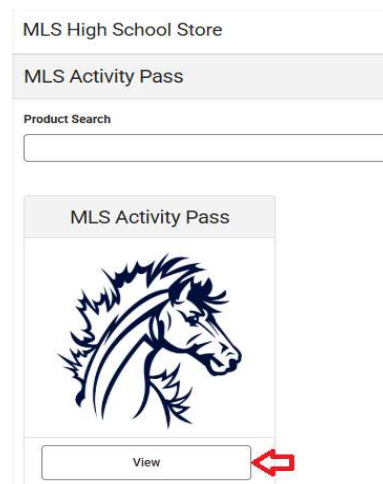
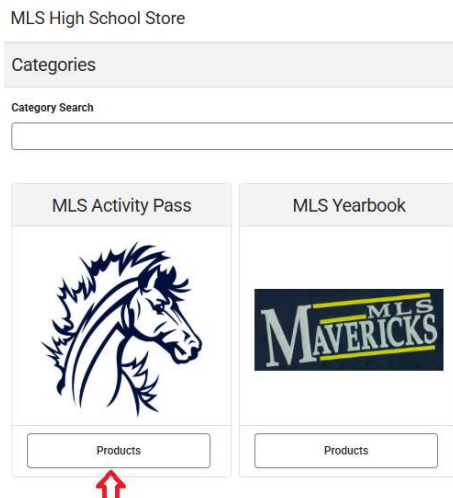
The school is an area where MLS can add items to purchase, for example, activity passes and yearbooks. To access the school store, click on School Store at the left-hand of the screen.



The school store associated with your student's grade level will appear. Click on Shop.



The available products will appear. Click Products under the category you'd like to view. Click View.



Fill in all of the Required fields. **If purchasing a family activity pass, make sure to list all family members in the comment section.** Click Add to Cart.

MLS Activity Pass



MLS Yearly Activity Pass.

If purchasing a family pass, please list your family members in the comments.

Recipient: (Required)

Options: (Required)
MLS Activity Pass - Family Pass

Price:
\$200.00

Quantity: (Required)
1

Total Price:
\$200.00

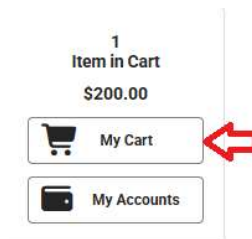
Comments

John Smith
Jane Smith
Jody Smith

Add to Cart

Close

Click on My Cart at the right-hand side you're your screen.



Click on Add Payment Method if you have not saved one to your account yet.

If you have questions regarding your payment, please contact MLS at 701-756-6660.

STORE ITEMS	NAME	QUANTITY	AMOUNT
MLS Activity Pass - Family Pass		1	\$200.00 Remove

Payment Method (Required)
No payment methods available
[Add Payment Method](#)

Subtotal: \$200.00
Service Fee:
Total: \$200.00

Email Address for Receipt
Must be a valid email similar to "user@example.com"

A screen will appear on the right-hand side of your screen. Enter in all of the information for your payment method. Click Save.

Payment Method

Accepted Payment Methods:





Nickname

Use as Default Payment Method:

☐

All fields below are required

Card

US bank account

Card number

1234 1234 1234 1234





Expiration date

MM / YY

Security code

CVC



123

By providing your card information, you allow Mohall Lansford Sherwood Public School District No. 1 to charge your card for future payments in accordance with their terms.

Full name

Country or region

United States

Save

Cancel

Click Submit Payment as the bottom of the screen. If you entered an email address, you will receive an emailed receipt.

If you have questions regarding your payment, please contact MLS at 701-756-6660.

STORE ITEMS	NAME	QUANTITY	AMOUNT
MLS Activity Pass - Family Pass		1	\$200.00

Payment Method (Required)

No payment methods available

Add Payment Method

Subtotal:

\$200.00

Service Fee:

Total:

\$200.00

Email Address for Receipt

Must be a valid email similar to "user@example.com"

Submit Payment

