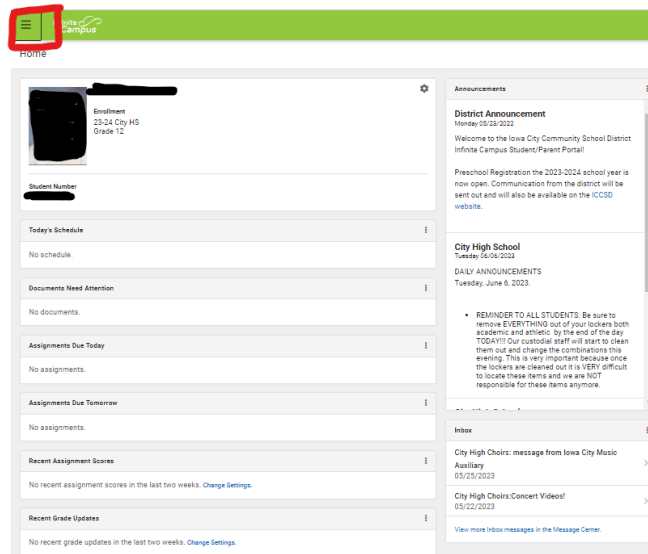
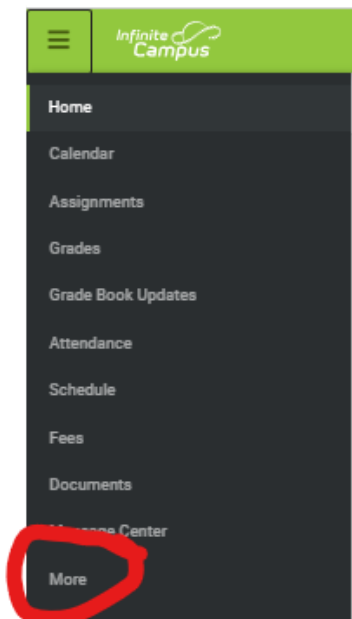


## Infinite Campus Parent Portal Absence Request Instructions

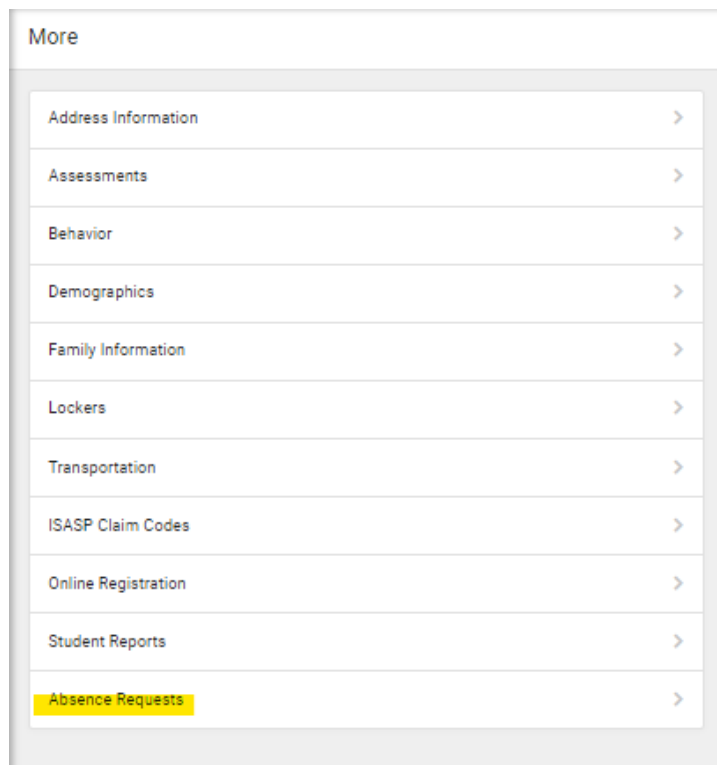
1. Log into the parent portal via the IC parent portal app on your mobile device, or through the Infinite Campus Website. Instructions for access the parent portal can be found at:  
<https://www.iowacityschools.org/domain/31>
2. Select your student
3. In the upper left hand corner, select the menu icon with 3 lines:



4. Select “More” from the drop down menu



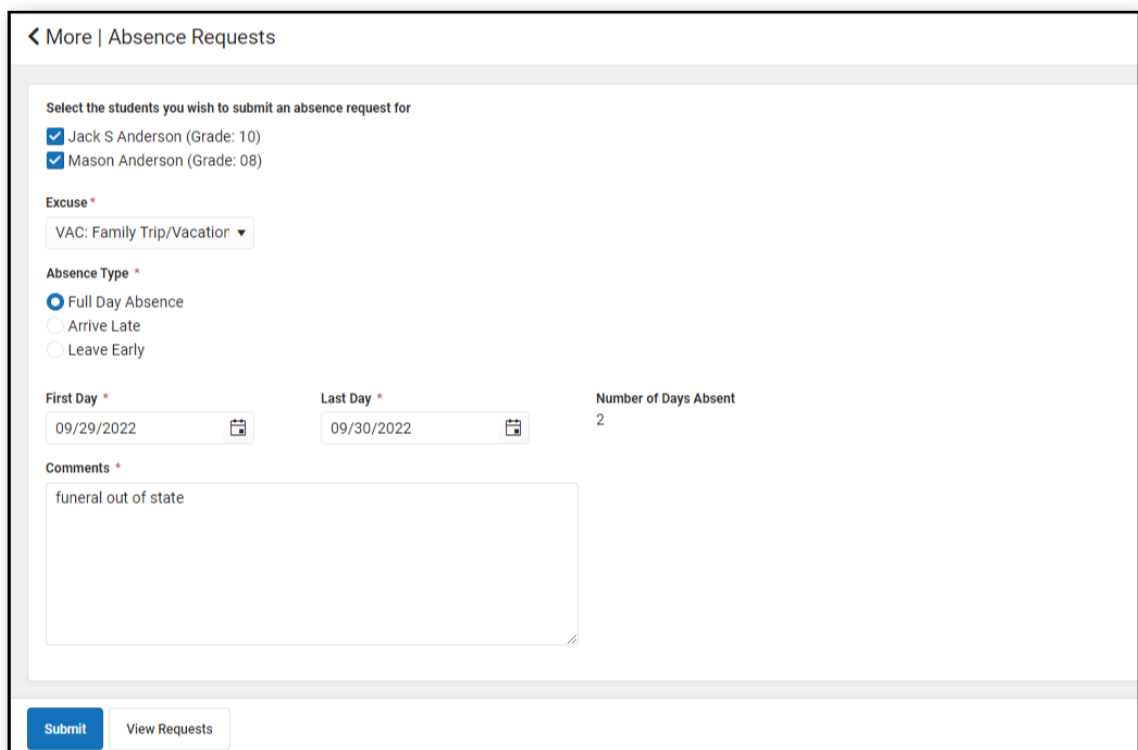
## 5. Select “Absence Requests”



A screenshot of a web application's 'More' menu. The menu is a vertical list of items, each with a right-pointing chevron. The items are: Address Information, Assessments, Behavior, Demographics, Family Information, Lockers, Transportation, ISASP Claim Codes, Online Registration, Student Reports, and Absence Requests. The 'Absence Requests' item is highlighted with a yellow background.

More	
Address Information	>
Assessments	>
Behavior	>
Demographics	>
Family Information	>
Lockers	>
Transportation	>
ISASP Claim Codes	>
Online Registration	>
Student Reports	>
Absence Requests	>

## 6. Check the box for the student that you are making the request for:



A screenshot of the 'Absence Requests' form. The form is titled 'More | Absence Requests' and contains several sections. The first section, 'Select the students you wish to submit an absence request for', has two checked checkboxes: 'Jack S Anderson (Grade: 10)' and 'Mason Anderson (Grade: 08)'. The 'Excuse' section has a dropdown menu set to 'VAC: Family Trip/Vacation'. The 'Absence Type' section has three radio buttons: 'Full Day Absence' (selected), 'Arrive Late', and 'Leave Early'. The 'First Day' section has a date input field set to '09/29/2022'. The 'Last Day' section has a date input field set to '09/30/2022'. The 'Number of Days Absent' section has a text input field set to '2'. The 'Comments' section has a text area with the text 'funeral out of state'. At the bottom of the form are two buttons: 'Submit' and 'View Requests'.

< More | Absence Requests

Select the students you wish to submit an absence request for

- ☒ Jack S Anderson (Grade: 10)
- ☒ Mason Anderson (Grade: 08)

Excuse \*

VAC: Family Trip/Vacation

Absence Type \*

☒ Full Day Absence

☐ Arrive Late

☐ Leave Early

First Day \*

09/29/2022

Last Day \*

09/30/2022

Number of Days Absent

2

Comments \*

funeral out of state

Submit View Requests

7. Select the absence reason from the drop down menu
8. Select absence type
9. Enter date(s)/time of absence
10. Enter additional information in Comments
11. The school will review the request. If the absence is approved, they will enter the attendance information in Infinite Campus. If it is not approved, or they need additional information, they will contact the parent/guardian making the request.