



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' page in the Infinite Campus Parent Portal. The left sidebar contains a menu with options: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Documents, and More. The main content area is titled '< More | Absence Requests' and includes the following sections:

- Select the students you wish to submit an absence request for:** A list of four students with checkboxes: MIRANDA A ROSALES (Grade: 12), FATIMA A ROSALES (Grade: 10), CELIA B ROSALES (Grade: 07), and CADENCE A ROSALES (Grade: 04). An arrow points to this section with the text: 'Once on this tab, select - Absence Requests'.
- Excuse***: A dropdown menu.
- Absence Type***: A dropdown menu with options: Full Day Absence, Arrive Late, and Leave Early. An arrow points to this section with the text: 'Select the students who will be absent.'
- Include the dates of absence.**: An arrow points to the 'First Day' and 'Last Day' fields, which are both set to 06/03/2022.
- This is the space to provide details about the absence, including if they are showing COVID-19 symptoms.**: An arrow points to the 'Comments' text area.
- Once this is complete, select Submit.**: An arrow points to the 'Submit' button at the bottom.

The 'Absence Type' dropdown is set to 'Full Day Absence'. The 'Comments' field has a red icon and the text 'Comments is required' below it. At the bottom, there are three buttons: 'Submit', 'View Requests', and 'Cancel'.

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.