



### **New attendance tool for families.**

- Starting in the 2022-23 school year, parents can report their student's absence using the Infinite Campus Parent Portal.
- The new tool allows families to report scheduled or unscheduled absences, as well as inform school staff that their students are late or leaving early.
- It sends a notification to attendance staff to approve/deny/request more information.
- This new tool will reduce the number of calls due to attendance and streamline the absence reporting process.
- Parents are still able to call in to report absences.

### **Frequently Asked Questions**

#### **Where can parents find this tool?**

The tool can be found in the Parent Portal, by navigating to the More option and select Absence Requests from the menu. Follow [this link for a tutorial video to access the tool](#).

#### **Can parents report any absence using the Parent Portal?**

Parents have the option to report medical absences relating to medical, mental health, and behavioral absences. Domestic absences are any absence that does not relate to a student's health or religious beliefs. Examples include family trips, non-medical appointments, visiting relatives or other similar reasons. There are also religious absences.

Parents are encouraged to leave as much information and detail as possible in the comments section.

#### **Do parents need to use the app every time their student is absent?**

Parents are encouraged to use the app if their student will be absent the entire day or is planning to leave early or arrive late to school. However, they can also call their school's attendance office to report an absence.

#### **How are families notified that the absence was approved?**

When they complete all the fields and click Submit, a confirmation message indicates that the request is submitted.

Schools will follow up with a phone call only if additional information is needed or if they have any questions.

#### **How can students make up missing work?**

It is the responsibility of the students to request make-up work upon their return to school. Once make-up work has been requested, teachers must provide students with make-up work or concepts missed by the student within two days of returning to class. Students then have the number of days absent plus one day to complete the work.

#### **If the student completes the missing work, will the absence become exempt?**

Absences are exempt from calculation towards chronic absenteeism when verification documentation is provided by medical professionals, mental health professionals, or behavioral health professionals.