

August 1, 2026

Dear Gryphon Families,

I'm writing to share an exciting update about our absence reporting process. Starting this year families will have the unique opportunity to participate in a pilot that will allow you to report absences through your Infinite Campus [Parent Portal](#) or by using the Campus Parent mobile app. This new digital option is the fastest, easiest way to report your student's absences. You can submit an absence in just a few clicks, at any time of day or night, right from your phone or computer.

Why Use Infinite Campus to Report an Absence?

We are providing this option with your convenience in mind. Instead of calling a busy front office or waiting for an email response, you can submit an absence request in seconds. Our staff will be able to process attendance information more quickly and accurately, allowing them to focus more of their energy on supporting our students and teachers.

In addition to reporting absences, the Infinite Campus Parent Portal and Campus Parent mobile app provide a central hub to view student schedules, class progress (grade book), assessments, attendance, and purchase device insurance. We strongly encourage you to make it a habit to log in regularly.

Download the App

To enter absences on your mobile device, be sure to download the "Campus Parent" app on your smartphone (links below).

- [Download from the Apple App Store](#)
- [Download from Google Play](#)



How to Report an Absence in Infinite Campus (see the images below):

Log in to your Infinite Campus Parent Portal account.

1. Navigate to the main menu and select "More," then click on "Absence Requests."
2. Choose the student you are reporting an absence for.
3. Select the type of absence: whether it is for the full day, a late arrival, or an early departure.
4. Enter the date(s) and, if necessary, the specific times for the absence.

5. In the "Comments" section, please provide a brief reason for the absence (e.g., illness, doctor's appointment).
6. Click "Submit." You will see a confirmation that your request has been sent to the school.

Other Absence Reporting Methods

While the Infinite Campus Parent Portal or Campus Parent mobile app is the preferred method, you may still report an absence by emailing grattend@srvusd.net or by calling the attendance line at (925) 479-1598.

We appreciate your support in making this transition a smooth one. Using the Parent Portal will strengthen our communication and create a more efficient system for everyone. We look forward to sharing our school's experience with the SRVUSD Technology team to support future improvements across the district.

Thank you,

Jenny Torres
GRMS Principal

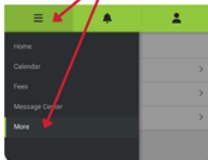
CAMPUS PARENT MOBILE APP

Requesting an Absence



- ### 1

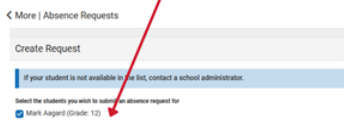
From the navigation menu (3 lines in the top left), select **MORE**


- ### 2

Select **ABSENCE REQUESTS**


- ### 3

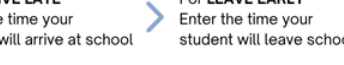
Select your student


- ### 4

Choose the **EXCUSE** reason from the dropdown.


- ### 5

Select the **ABSENCE TYPE**


- ### 6

For **FULL DAY**
Enter dates for the absence(s)

>

6

For **ARRIVE LATE**
Enter the time your student will arrive at school

>

6

For **LEAVE EARLY**
Enter the time your student will leave school
- ### 7

Enter the reason for the absence in **COMMENTS** (limit of 100 characters).
UPLOAD documents, if needed.


- ### 8

Tap **SUBMIT** button



To VIEW PREVIOUS REQUESTS

Click the **View Requests** button. The *Current Requests* list displays details of existing requests and can be viewed by selecting the record.

NEED HELP?

Who?