

To make our absence reporting process more efficient for everyone, we encourage all parents to report student absences using the [Infinite Campus Parent Portal](#) or the **Campus Parent mobile app**. This is the fastest and most accurate way to get information to our attendance office, saving you time and helping our staff focus on what matters most - supporting our students and families. As a reminder, the Parent Portal is also the official source for your child's grades, so we encourage you to log in regularly. Please take a moment to download the Campus Parent app or bookmark the website to stay connected.

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:

1. **Log in** to your Infinite Campus Parent Portal account.
2. Navigate to the main menu and select **"More,"** then click on **"Absence Requests."**
3. **Choose the student** you are reporting an absence for.
4. Select the **type of absence**: whether it is for the full day, a late arrival, or an early departure.
5. Enter the **date(s)** and, if necessary, the specific **times** for the absence.
6. In the **"Comments"** section, please provide a brief reason for the absence (e.g., illness, doctor's appointment).
7. Click **"Submit."** You will see a confirmation that your request has been sent to the school.

Other Absence Reporting Methods

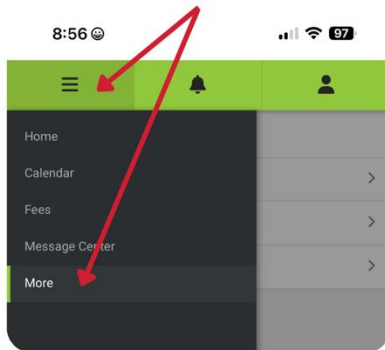
While the Infinite Campus Parent Portal or Campus Parent mobile app is the preferred method, you may still report an absence by calling the attendance line at **(925) 479 – 7700**

CAMPUS PARENT MOBILE APP

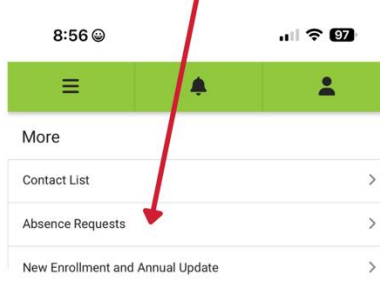
Requesting an Absence



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**

< More | Absence Requests

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

☒ Mark Agard (Grade: 12)

Excuse (Required)

Vacation

Absence Type (Required)

☒ Full Day Absence

☐ Arrive Late

☐ Leave Early

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



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



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.

Upload Document

Select files...

Drop files here to select

Comments (Required)

8 Tap **SUBMIT** button

Submit

View Requests

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?

Contact your school's front office