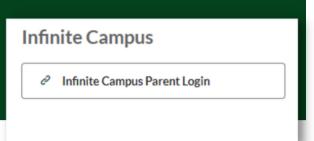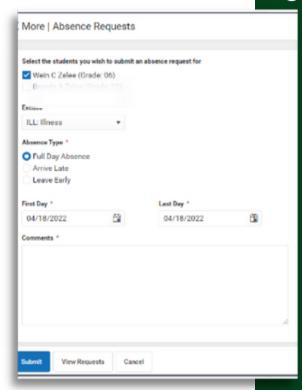# INFINITE CAMPUS
SUBMITTING AN ABSENCE REQUEST

STEP 1

- Go to https://www.tvsd.org > Parent > Infinite Campus Parent Login
- In the left hand navigation menu, Click **More**, the click **Absence Request**

Infinite Campus

🔗 Infinite Campus Parent Login

STEP 2

More | Absence Requests

Select the students you wish to submit an absence request for
☑ Wein C Zelee (Grade: 06)

Excuse
ILL: Illness ▼

Absence Type *
◉ Full Day Absence
○ Arrive Late
○ Leave Early

First Day *
04/18/2022

Last Day *
04/18/2022

Comments *

Submit   View Requests   Cancel

1. Mark the student for whom the absence request is being created.
2. Select a reason the student will be absent from the **Excuse** dropdown**.**
3. Select the **Absence Type.** Options include:
   a. Full Day Absence: You may request more than one day. Be sure to enter the dates.
   b. Arrive Late: Enter the time your student will arrive in the **Arrival Time** field.
   c. Leave Early: Enter the time your student leave in the **Leave Time** field.
4. Enter **Comments** about the absence reason (limited to 50 characters.)
   a. Please list who will be picking up your child for an early dismissal. ID will be required.
5. Click **Submit** when finished.

WHAT IS ABSENCE REQUEST?

Parents and guardians can use the Absence Request tool to submit a request that informs the office in advance when their student is not going to be in school. After the request is processed, Campus creates an attendance record for the student.