Infinite Campus Portal Absence Request Submission
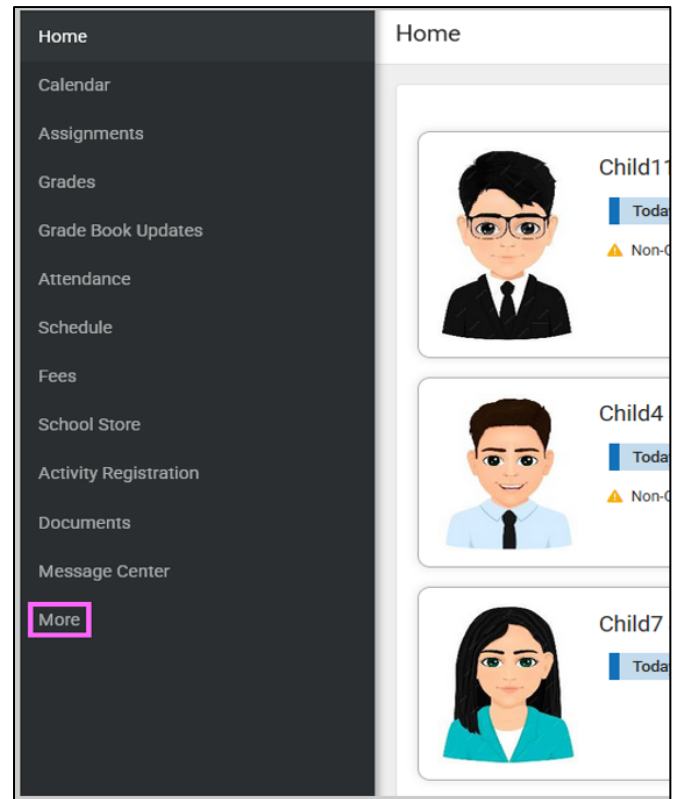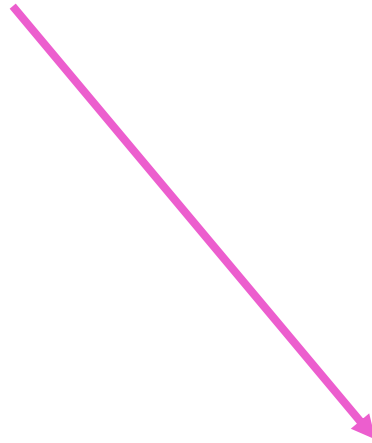
Log into your Campus Parent App on your phone or use the following link on your computer:
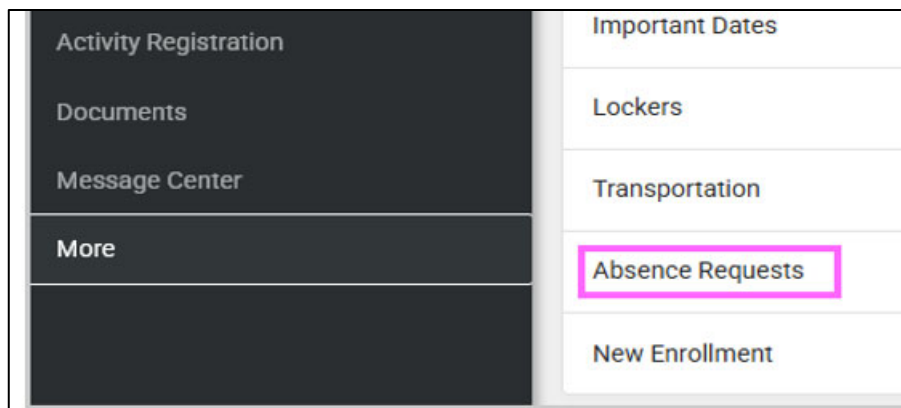https://infinitecampus.naperville203.org/campus/portal/parents/naperville.jsp

Entering an Absence Request for your student(s)

On the left hand menu click on **More**

Click on **Absence Requests** located in the middle menu

Infinite Campus Portal Absence Request Submission

Student(s)
Select the **Student(s)** for the request
Please Note: You can select multiple students but they must have the same excuse and absence types.

Excuse
Select one of the excuses from the dropdown list.

Absence Type
Select an absence type from the list.
After selecting the absence type the screen will expand for you to enter more information

First Day & Last Day
Select the First Day & Last Day your student will be absent. Notice that as you enter days the Number of Days will calculate for you.

Comments
Add a detailed Comment for the absence. If your student is ill, please include the symptoms your student is experiencing.

Click the blue **Submit** button.

View Previous Requests or Delete a Current Request

The View Requests button allows you to view the list of requests.

On the Requests details screen you should see all of the requests that were entered by a parent/guardian through the Campus Parent App.

Status Column

- **Submitted (blue)** - The attendance office has not yet processed this request. You are still able to delete the request if needed.
- **Processed (green)** –The attendance office has already processed this request. You will need to call the school building directly to make any changes.

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Current Requests

RELATION TO STUDENT	FIRST NAME	LAST NAME	START DATE	END DATE	STATUS	
Parent/Child	Child4	Sample	Mar 10, 2025	Mar 10, 2025	SUBMITTED	>
Parent/Child	Child4	Sample	Apr 2, 2025	Apr 2, 2025	SUBMITTED	>
Parent/Child	Child4	Sample	Apr 9, 2025	Apr 9, 2025	SUBMITTED	>
Parent/Child	Child4	Sample	Mar 31, 2025	Mar 31, 2025	PROCESSED	>

Number of Rows

10 ▼

To delete a request you must first select the entry made above.

Request Details

Student Name
Child4 Sample

Request Status
Pending

Start Date
Wednesday, Apr 9, 2025 - All Day

End Date
Wednesday, Apr 9, 2025 - All Day

Excuse
SICK: General Illness: Please list all symptoms your child is currently experiencing.

Comments
Child has a fever and a cough.

Request Submitted On
Apr 9, 2025, 12:53 PM

Back | Delete Request

The red **Delete Request** button will only appear if the selected entry has not yet been processed. To delete this entry, click on the red **Delete Request** button.

Confirm Delete ✕

You are about to delete this absence request.

Delete | Keep

A pop-up box will appear to confirm you want to delete this request. Click the red **Delete** button again.

Please Note: If the request has already been processed and you need to make a change or delete it altogether, you will need to contact your student's school building directly.