

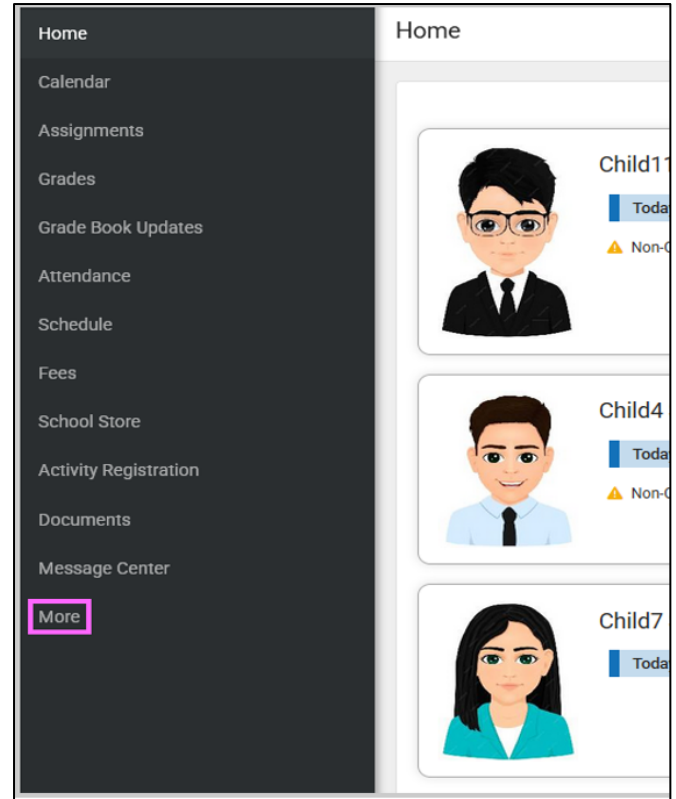
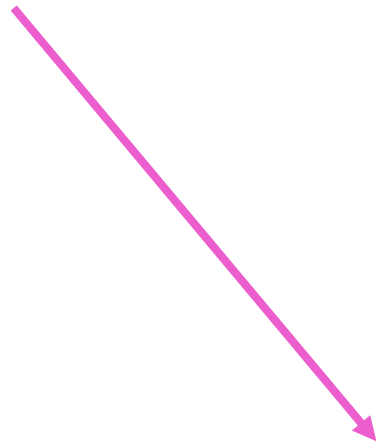
无限校园门户 (Infinite Campus Portal) 缺勤请求提交

在您的手机上登录 Campus Parent 应用程序，或者在电脑上使用以下链接：

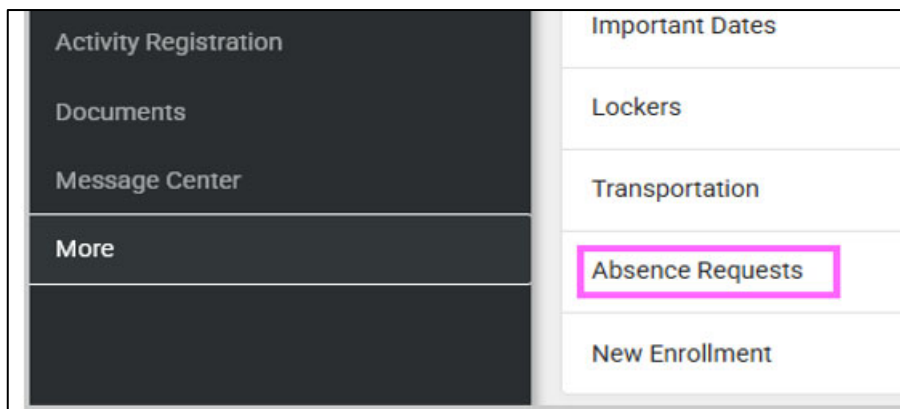
<https://infinitecampus.naperville203.org/campus/portal/parents/naperville.jsp>

为您的学生提交缺勤请求

在左侧菜单中点击“更多”



点击位于中间菜单的“缺勤请求”



无限校园门户 (Infinite Campus Portal) 缺勤请求提交

学生

选择需要提交缺勤请求的学生

请注意：您可以选择多个学生，但他们必须有相同的缺勤理由和缺勤类型。

缺勤理由

从下拉列表选择一个缺勤理由。

缺勤类型

从列表中选择一种缺勤类型。

选择缺勤类型后，屏幕将展开，供您输入更多信息

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

☐ Child4 Sample (Grade: 04)

☐ Child7 Sample (Grade: 07)

☐ Child11 Sample (Grade: 11)

Excuse (Required)

FLU Like Illness: Please list all of the symptoms your child is currently experiencing.

Other Absence: Please indicate the reason for your child's absence

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

Absence Type (Required)

☐ Full Day Absence

☐ Arrive Late

☐ Leave Early

第一天和最后一天

选择您的学生缺勤的第一天和最后一天。请注意，当您输入日期时，系统会自动计算缺勤天数。

备注

为缺勤添加详细备注。如果您的学生生病，请包括学生正在经历的症状。

点击蓝色的“提交”按钮。

First Day (Required)

04/09/2025

Last Day (Required)

04/09/2025

Number of Days

1

Upload Document

Select files...

Drop files here to select

Comments (Required)

Child has a fever and a cough.

Submit

View Requests

查看先前的请求或删除当前请求

看请求“按钮”允许您查看请求列表

Submit

View Requests

“查

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

状态栏

- 已提交 (蓝色) - 考勤办公室尚未处理此请求。如果需要，您仍然可以删除该请求。

无限校园门户 (Infinite Campus Portal) 缺勤请求提交

- 已处理 (绿色) - 考勤办公室已处理此请求。如需更改，您需要直接联系学校办公室

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

要删除请求，您必须首先选择上面创建的条目。

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

红色的“删除请求”按钮仅在选定的条目尚未被处理时才会出现。要删除此条目，请点击红色的“删除请求”按钮。

Confirm Delete

You are about to delete this absence request.

DeleteKeep

一个弹出框将出现以确认您是否要删除此请求。再次点击红色的“删除”按钮。

请注意：如果请求已被处理且您需要更改或完全删除，您需要直接联系您学生所在的学校办公室。