

# Parent Portal 'Request Campus Change'

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Infinite Campus - Parent Portal

# Step 1. Login to Parent Portal

The image shows a screenshot of a Parent Portal interface. On the left is a dark sidebar with a list of navigation items: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Academic Plan, Documents, and More. The 'More' item is highlighted with a green arrow pointing to it. The main content area is titled 'Message Center' and contains two tabs: 'Announcements' (which is active) and 'Inbox'. Below the tabs is a blue bar with the text 'No Announcements.' A green oval callout with the text 'Click on 'More'' is positioned over the 'More' item in the sidebar, with a green arrow pointing from the oval to the 'More' item.

Message Center

Today

Calendar

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Academic Plan

Documents

More

Message Center

Announcements

Inbox

No Announcements.

Click on 'More'

Message Center

Today

Calendar

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Academic Plan

Documents

More

### More

- Address Information >
- Demographics >
- Family Information >
- Backpack >
- Absence Requests >

### Quick Links

[St. Anthony's High School](#)

Click on 'Absence Requests'





Message Center

Today

Calendar

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Academic Plan

Documents

More

## < More | Absence Requests

Select the students you wish to submit an absence request for

Student's Name

Select 'Campus: Campus Change' from excuse

Excuse \*

- Campus: Campus Change
- SICK: Child Illness
- COL: College Visit
- CON: Confirmation
- CONS: Confirmation Sponsor

Submit

View Requests

Cancel



Message Center

Today

Calendar

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Academic Plan

Documents

More

## < More | Absence Requests

Select the students you wish to submit an absence request for

Student's Name

Excuse \*

Campus: Campus Change ▾

Absence Type \*

- Full Day Absence
- Arrive Late
- Leave Early

First Day \*

08/27/2020

Last Day \*

08/27/2020

Comments \*

Change to Campus I Starting 8/27/2020

1. Select 'Full Day Absence'
2. Enter 'First Day / Last Day as the same Date'\*\*
3. Enter New Campus Choice
  - a. Campus I
  - b. Campus II
  - c. Campus III
4. The Click 'Submit'

\*\*Campus Changes Start on the Selected 'First Day' and continue until a new Request is submitted to change Campuses

All Campus Change Requests must be submitted to the School by 11am for the Next School Day.

Submit

View Requests

Cancel

1. Login to Your Parent Portal
2. Select 'More'
3. Select 'Absence Requests'
4. Follow instructions from Slides - 4 and 5

**All Requests for Campus Changes** need to be submitted using this feature in the Parent Portal.

