

## Parent Portal Absence Request

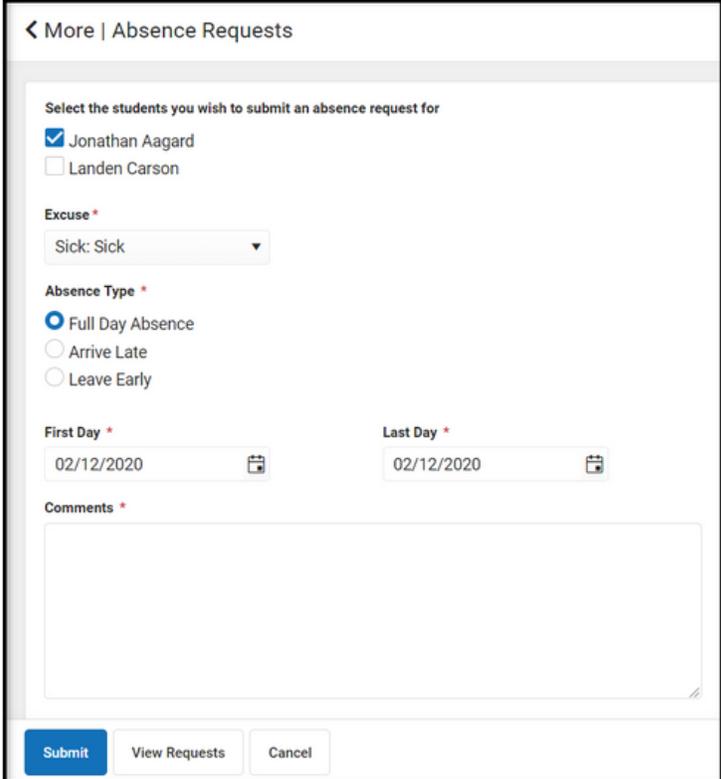
---

Parents and guardians can use the Absence Request Tool to submit a request to inform the school in advance when their student is not going to be in school, will be arriving late, or will need to be dismissed early. After the request is processed by district personnel, an attendance record is created for the student and a confirmation email sent to the person requesting the absence.

If an absence request is submitted using this tool, the request will be used as the excuse for the student. An excuse will not need to be sent to school upon the students return.

To submit an absence request:

1. Log into the Infinite Campus Parent Portal at <https://millcreekpa.infinitecampus.org/campus/portal/parents/millcreek.jsp> or use the Parent Portal app on a mobile device.
2. Select More on the bottom of the menu on the left side of screen.
3. Select Absence Requests
4. Select the student(s) for whom the absence request is being created.
5. Using the Excuse drop down menu, select the reason that best describes the reason or the absence.
6. Select the Absence Type: Full Day, Arrive Late, Leave Early.
7. Enter the date of the first and last day. If Arrive late or Leave early was selected, you can enter the time the student will arrive or need to be dismissed (See images below).
8. Enter comments about the absence. Comments are limited to 50 character.
9. Click Submit.



The screenshot shows a mobile interface for submitting an absence request. At the top, there is a back arrow and the text "More | Absence Requests". Below this is a section titled "Select the students you wish to submit an absence request for" with two checkboxes: "Jonathan Aagard" (checked) and "Landen Carson" (unchecked). Underneath is an "Excuse" dropdown menu currently set to "Sick: Sick". The "Absence Type" section has three radio buttons: "Full Day Absence" (selected), "Arrive Late", and "Leave Early". There are two date pickers for "First Day" and "Last Day", both set to "02/12/2020". A "Comments" text area is located below the date pickers. At the bottom, there are three buttons: "Submit" (highlighted in blue), "View Requests", and "Cancel".

Clicking the View Requests button will list all absence requests that you have submitted and the status (pending, approved, or denied).