

We are excited to announce a new and convenient way to notify us that your child will be absent, arriving late, or leaving early!

The Infinite Campus Parent Portal now has the "Absence Request" tool to allow you to notify us in *advance* when your child is going to miss classes. It will take requests on the day your child is absent or future dates if you know ahead of time. To excuse past absences, you must still call or email us.

- PHONE: 515-242-7653
- EMAIL: tamara.flores@dmschools.org or jamie.trogdon@dmschools.org

The Absence Request tool is very user-friendly and takes only moments to complete. AND the *best part* is that **your request is sent to all schools in which your child is enrolled**, so you do not have to contact both your home school and Central. We all get the same information and process it for our respective schools with one easy parent entry!

Instructions:

In the Campus Portal app, select the three horizontal lines in the top left-hand corner, then select **More**. At the bottom select **Absence Request**. Select your child, the reason for the absence, and the absence type. You must also add a comment.

Example:

Student name: First Last

Excuse: SICK: Student is sick

Absence Type: Full Day Absence

Date: 12/1/2023

Comments: Student has a fever so they will stay home until they are fever free

Click **Submit**.

- WRITTEN DIRECTIONS: [Parent Portal Absence Request 11.28.2023](#)
- VIDEO: [Portal Absence Request](#)

You may delete a request that you have submitted if we haven't processed it yet. Once it has been processed by the attendance clerk, it can't be deleted through the Campus Parent Portal app and will require a call to our office (515-242-7653). Parents and Guardians will be able to view all absence requests that have been submitted from the Parent Portal for the student anytime during the school year.



Campus Parent
Education

GET THE CAMPUS PARENT PORTAL APP

If you don't have the **Campus Parent Portal** app, you can download the app for your iPad, iPhone, iPod through the [App Store](#) and Android devices through [Google Play](#). Once you download the app, follow these steps:

1. Launch the Campus App, select settings, choose "Des Moines Public Schools" for the district, and "Iowa" for the state.
2. Enter your Campus Portal Username and Password.
3. Select "Log In/ Sign In"

If you don't know your username/password or have forgotten one, use the username or password recovery link in the app, or please contact your home school office for assistance.

We encourage you to make the easy switch to this method of communicating student absences!!