



Submitting Attendance Online

Denver Public Schools is proud to offer our families the opportunity to save time by letting us know that your student or students are going to be arriving late, leaving early, or absent. Starting the 23/24 school year, you will be able to use your computer or smartphone to let your school know about absences so you can focus on taking care of your child. Guardians of DPS students must have an active DPS Parent Portal account to use this new feature. Visit myportal.dpsk12.org to sign up, or to check that your account is active and ready.

Starting from the DPS Parent Portal.

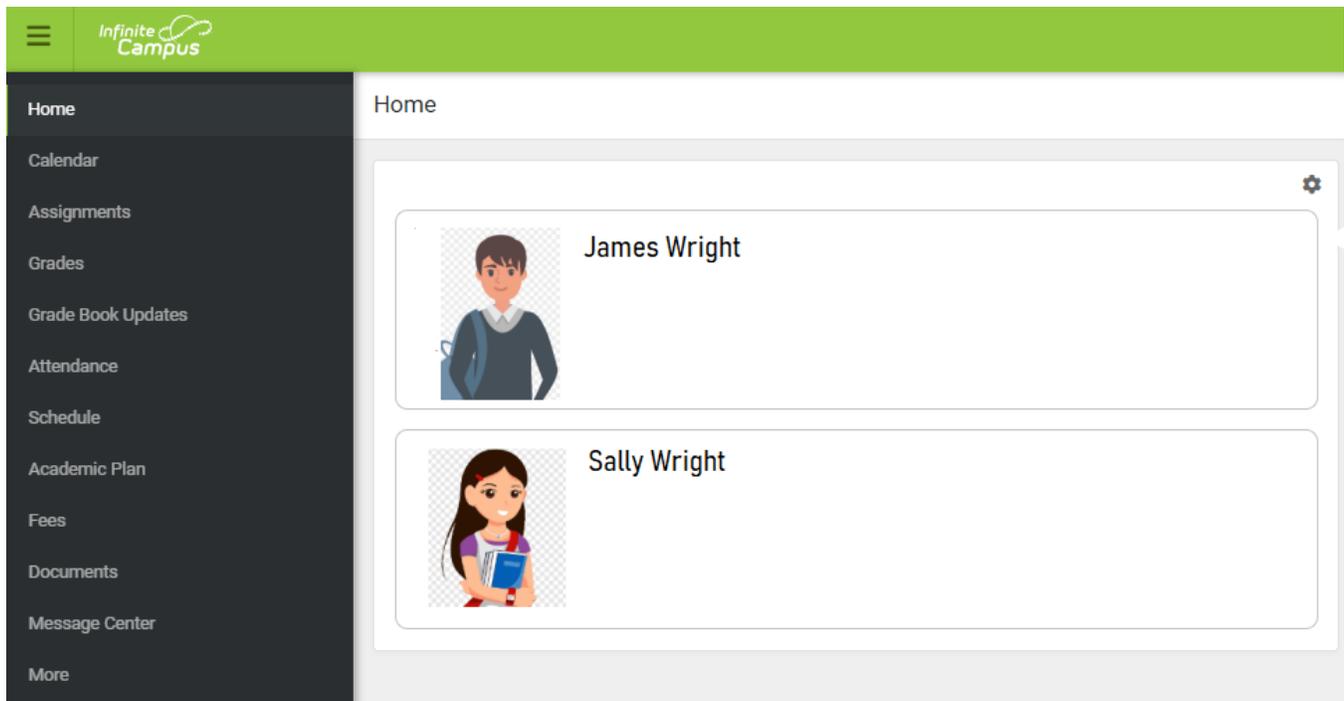
From myportal.dpsk12.org you will need to maneuver to Infinite Campus. From the landing page, click on **See All Apps** in the upper left hand side of your screen. Now click on **Infinite Campus** or **IC**.

The screenshot shows the Denver Public Schools Parent Portal interface. At the top, there is a blue header with the Denver Public Schools logo and the text "Parent Portal". Below the header, there is a navigation bar with the following options: Home, See All Apps, Portal Support, and English. Below the navigation bar, there is a search bar and a list of navigation options: Report Card, Assignments & Grade Book, Transportation, Student Survey Opt-Out, and More. Below the navigation bar, there are three app tiles:

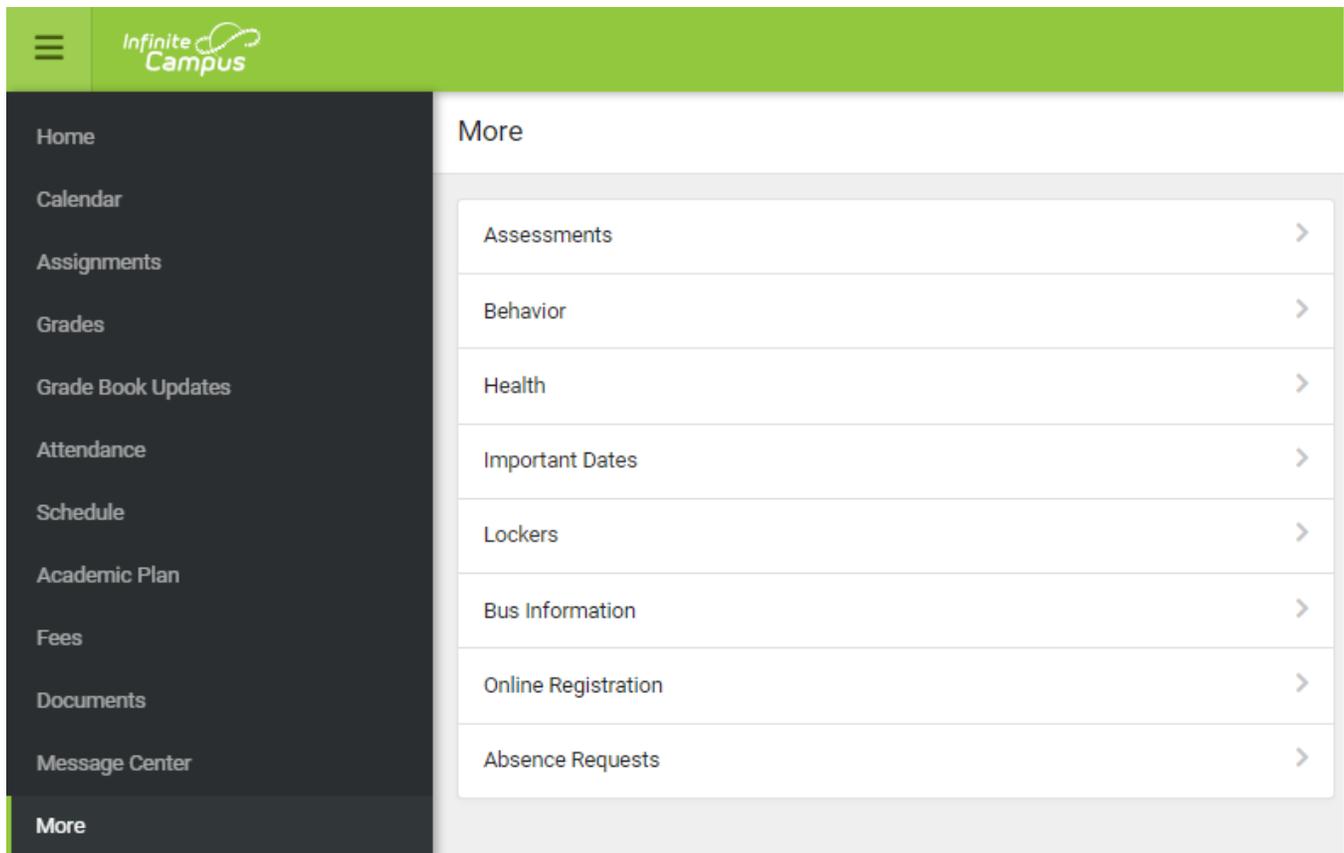
- IC**: Infinite Campus (IC) is DPS's Student Information System, which houses attendance, gradebook, household information, and much more.
- LION: DPS Library Resources**: The LION web site is the portal to all DPS Library resources: OverDrive eBooks and audiobooks, online databases to support K-12 student inquiry and research, makerspace kits, and the online library catalog for searching print resources available in school and central libraries.
- MySchoolBucks**: A tool for families and members of all school communities to pay for student meals, ECE and full-day kindergarten tuition, athletic fees, and much more.

Navigating to Absence Requests within Infinite Campus.

You are now in Infinite Campus Portal. In the Index, on the left side of your screen, click on **More** at the bottom of the menu.



Now click on **Absence Requests**.



Submitting an absence for a full day or multiple days.

From this screen, you may report that a single student or all of your students are going to be absent, arriving late, or leaving early.

- 1) Select the box next to the student or students.
- 2) Click on the Excuse pull down menu, and select a reason that most closely matches the student's absence reason.
- 3) Verify the date of the absence in the first day and last day fields. You may request multiple days if needed.
- 4) Add a comment that provides any additional information the school may need. A comment is required.
- 5) Now click Submit. Your request is now available for the school to review.

The screenshot shows a web interface for submitting absence requests. 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 checked checkboxes: 'James Wright (Grade: 10)' and 'Sally Wright (Grade: 08)'. The 'Excuse' field is a dropdown menu set to 'VAC: Family Trip/Vacation'. The 'Absence Type' section has three radio buttons: 'Full Day Absence' (selected), 'Arrive Late', and 'Leave Early'. The 'First Day' is '09/29/2022' and the 'Last Day' is '09/30/2022', both with calendar icons. The 'Number of Days Absent' is '2'. A 'Comments' field contains the text 'funeral out of state'. At the bottom, there are two buttons: 'Submit' and 'View Requests'.

Arriving Late or Leaving Early.

If you are letting the school know that your student or students are arriving late or leaving early, please add a time that you believe your student will arrive or be leaving. This can be adjusted by the school later when the student arrives or leaves if needed. Add a comment that provides any additional information the school may need. A comment is required. Now click Submit. Your request is now available for the school to review.

Excuse *
 APPT: Appointment

Absence Type *
 Full Day Absence
 Arrive Late
 Leave Early

Date *
 09/26/2022

Arrival Time *
 9:45 AM

Comments *
 Ortho appt

Review Absence Requests and Delete if needed.

You may see absence requests submitted online at anytime as well as the status of those requests. By clicking on More in the Index and then Absence Request, simply click on View Requests.

← More | Absence Requests

Current requests

Last Name	First Name	Start Date ↑	End Date	Status
Wright	Sally	06/04/2019	06/07/2019	Pending
Wright	Sally	06/10/2019	06/10/2019	Approved
Wright	Sally	06/12/2019	06/12/2019	Approved

1 - 3 of 3 items

New Cancel

Absence requests may be deleted unless the request has already been processed by the school. To delete a request, click on that request that has a pending status. In the window that opens, click on delete request.

Absence Requests

Request Details

Student Name James Wright	Request Status Pending	Start Date Wednesday, Apr 27, 2022 - All Day	End Date Wednesday, Apr 27, 2022 - All Day
Excuse ILL: illness	Comments Has a cold.	Submitted Time Apr 26, 2022, 2:50 PM	

Back **Delete Request**