



**NORTH FOND DU LAC
SCHOOL DISTRICT**

We are one.

QUICK GUIDE FOR PARENTS REPORTING STUDENT ABSENCES THROUGH INFINITE CAMPUS

You can quickly and easily report your student's absence through the Infinite Campus Parent Portal or Campus Parent App—anytime, anywhere!

SCAN TO ACCESS
INFINITE CAMPUS
PARENT PORTAL



HOW TO REPORT AN ABSENCE

Follow these simple steps to report your student's absence:

1



LOG IN

Log in to your Infinite Campus Parent Portal account.

2



SELECT STUDENT

Choose the student for whom you are reporting an absence.

3



GO TO ATTENDANCE

Click on the Attendance menu.

4



REPORT ABSENCE

Click on the Report Absence button.

5



ENTER DETAILS

Enter the date(s) of the absence, the reason, and any additional comments.

6



SUBMIT

Review your information and click Submit.

IMPORTANT REMINDERS



REPORT WITHIN 48 HOURS

You have 48 hours from the absence to submit or update an excuse. After 48 hours, the absence will remain unexcused.



10 PARENT-EXCUSED DAYS

Students may have up to 10 parent-excused absences during the school year. After those 10 days, documentation is required to excuse additional absences.



MEDICAL APPOINTMENTS

Medical appointments require documentation from the medical provider. Medically excused absences do not count toward the 10 allowable parent-excused days.



PLANNED ABSENCES

Planned vacations or other anticipated absences require an Anticipated Absence Form completed prior to the absence. Reporting in Infinite Campus does not replace this requirement.

FREQUENTLY ASKED QUESTIONS

1

Can I report an absence through Infinite Campus instead of calling the school?
Yes! We encourage parents to report absences through Infinite Campus.

2

When should I report my student's absence?
Please report as soon as you know your student will be absent—preferably before the start of the school day.

3

Will reporting an absence automatically make it excused?
Not always. The attendance office reviews all submissions according to Wisconsin law and district policy. Additional documentation may be required.

4

Can I upload a doctor's note in Infinite Campus?
If your version of Infinite Campus supports attachments, you may upload them. Otherwise, please email or bring documentation to the attendance office.

5

What if I entered the wrong information?
Contact the attendance office as soon as possible so we can make corrections.

6

Will I still receive attendance notifications?
Yes. You may still receive automated notifications while your submission is being processed.

WHY USE INFINITE CAMPUS?



CONVENIENT
Report absences anytime, anywhere—24/7.



ACCURATE
Helps ensure your student's attendance is recorded quickly and correctly.



COMMUNICATION
Keeps you connected and informed about your student's attendance.



HOW TO REPORT AN ABSENCE

1



Log in to your Infinite Campus Parent Portal account.

2



Select the student for whom you are reporting an absence.

3



Click on the Attendance menu.

4



Click on the Report Absence button.

5



Enter the date(s) of the absence, reason, and any additional comments.

6



Review your information and click Submit.



Thank you for partnering with us to support your student's success!

ATTENDANCE REMINDERS



REPORT WITHIN 48 HOURS

You have 48 hours from the absence to submit or update an excuse. After 48 hours, the absence will remain unexcused.



10 PARENT-EXCUSED DAYS

Up to 10 parent-excused absences during the school year. After 10 days, documentation is required for additional absences.



MEDICAL APPOINTMENTS

Require documentation from the medical provider. Medically excused absences do not count toward the 10 allowable parent-excused days.



PLANNED ABSENCES

Anticipated Absence Form required prior to the absence. Reporting in Infinite Campus does not replace this requirement.

FREQUENTLY ASKED QUESTIONS

1

Can I report an absence through Infinite Campus instead of calling the school?

Yes! We encourage parents to report absences through Infinite Campus.

2

When should I report my student's absence?

Please report as soon as you know your student will be absent—preferably before the start of the school day.

3

Will reporting an absence automatically make it excused?

Not always. The attendance office reviews all submissions according to Wisconsin law and district policy. Additional documentation may be required.

4

Can I upload a doctor's note in Infinite Campus?

If your version of Infinite Campus supports attachments, you may upload them. Otherwise, email or bring documentation to the attendance office.

5

What if I entered the wrong information?

Contact the attendance office as soon as possible so we can make corrections.

6

Will I still receive attendance notifications?

Yes. You may still receive automated notifications while your submission is being processed.



**NORTH FOND DU LAC
SCHOOL DISTRICT**

REPORTING STUDENT ABSENCES THROUGH INFINITE CAMPUS

QUICK • EASY • AVAILABLE 24/7



We are one.

Need Help?

Please reach out to your child's school

SCAN TO ACCESS
INFINITE CAMPUS
PARENT PORTAL



We are one.
ndflschools.org

We are one.

For full attendance policy information, please refer to your school handbook or visit ndflschools.org.