



Infinite Campus Attendance- Absence Requests

The Fox Point Bayside School District is happy to announce that parents will now be able to report student attendance through the [Infinite Campus Parent Portal](#). This is a new method for reporting to increase efficiency and communication from parents to the main school office.

The online IC Absence Request tool is the preferred method for communicating student absences.

How to report a student absence using Absence Request in Infinite Campus:

1. Login to your [Campus Parent Portal](#).
 - **Note: If you have forgotten your username and/or password, use the [Forgot Username](#) or [Forgot Password](#) links. If you tried these and have not received an email to help you, please email ICHelp@foxbay.org for more assistance.*
2. Scroll down to “**Shortcuts**” and select “**Absence Requests**” in the lower right corner OR Click “**More**” and select “**Absence Requests**”.
3. This will bring you to the new **Create Request** page, [please follow the instructions linked in the Infinite Campus Attendance Request for more information](#). This will review how to submit a new absence request, view requests, and delete a request.



If your student is staying home today:

Bayside Parents: Please submit the Absence Requests before 8:30 am

Stormonth Parents: Please submit the Absence Requests before 8:00 am