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**.

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.
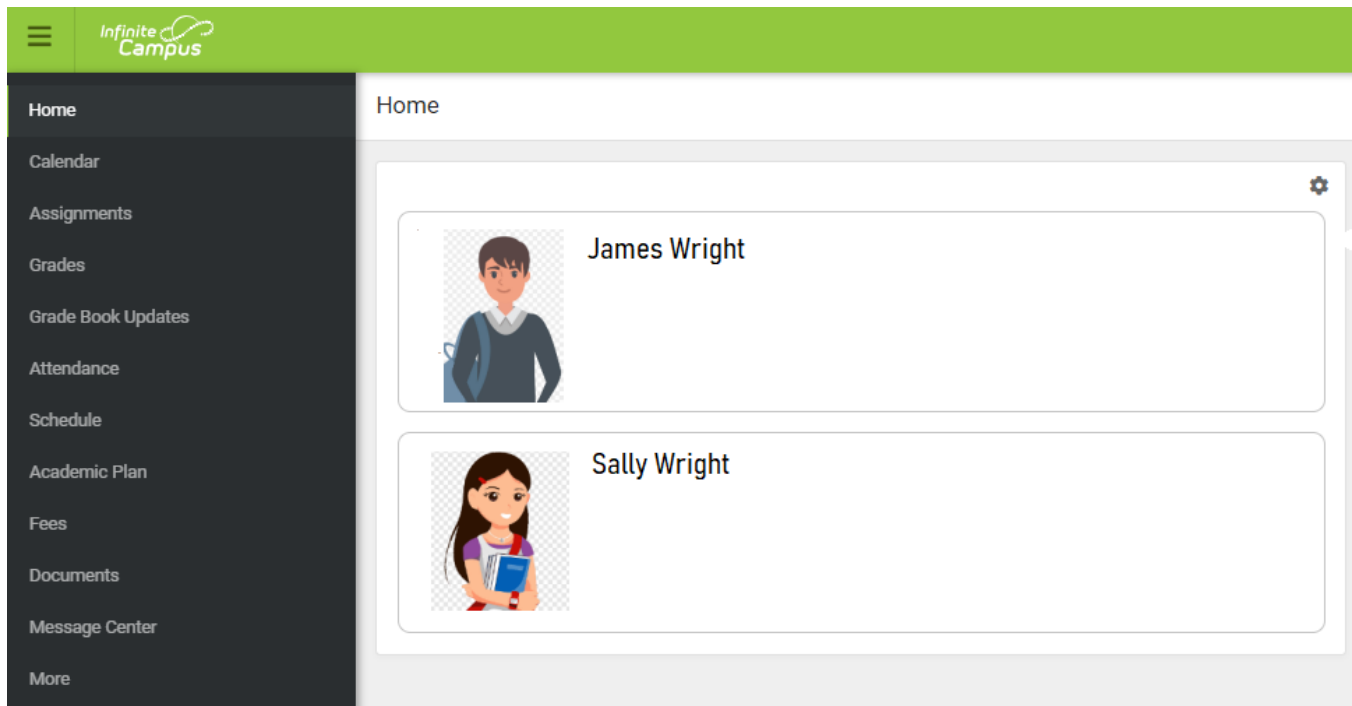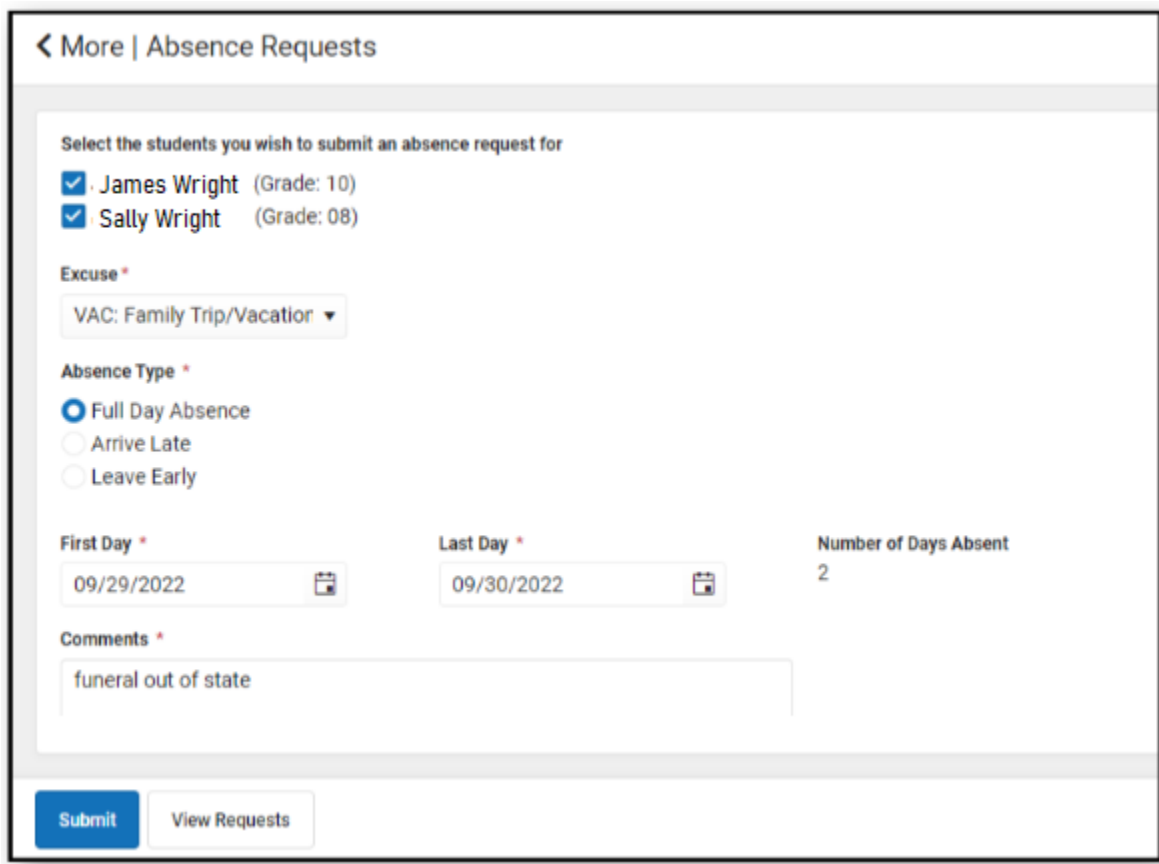

Now click on **Absence Requests**.
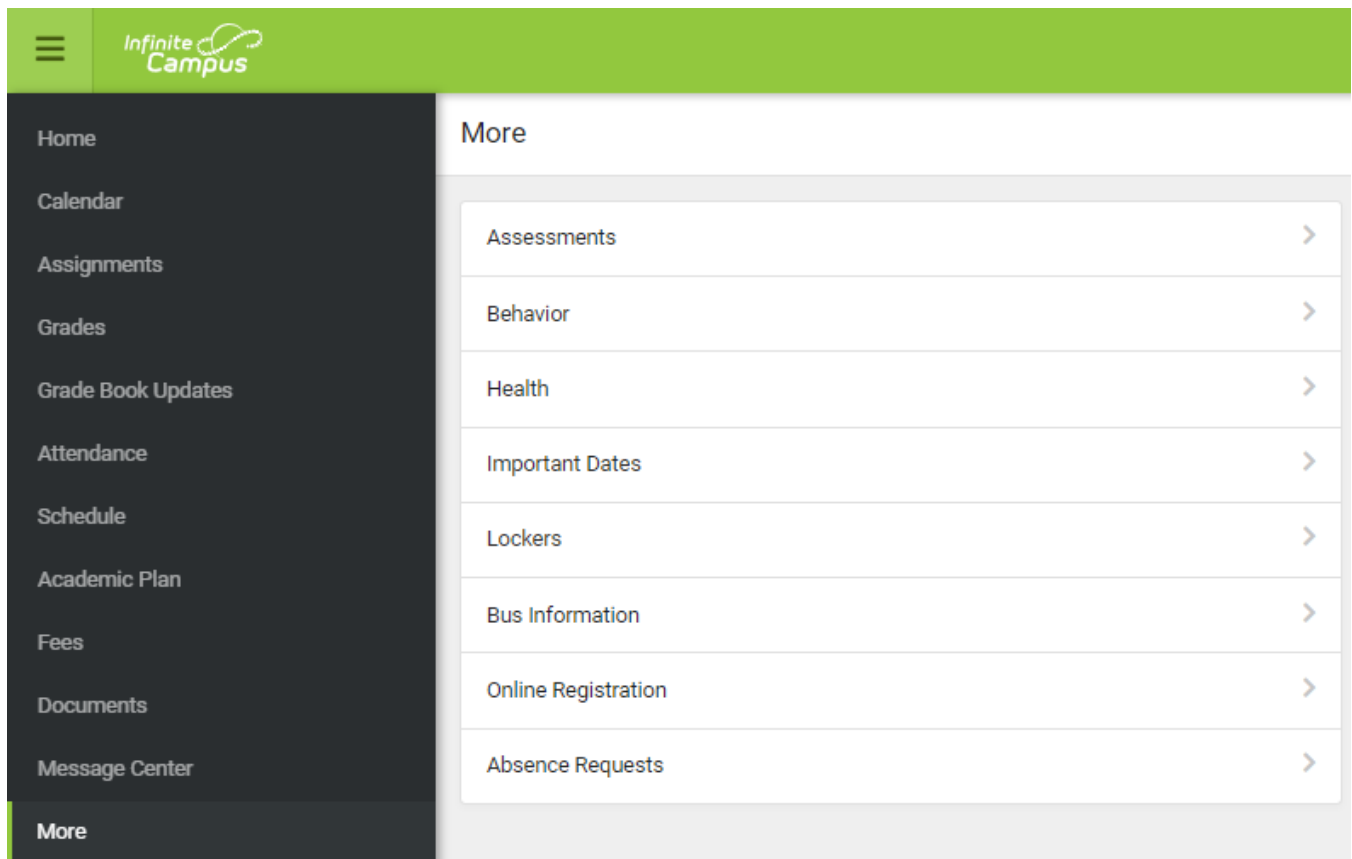
Submitting an absence for a full day or multiple days.

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.

< More | Absence Requests

Select the students you wish to submit an absence request for

☑ James Wright (Grade: 10)
☑ Sally Wright   (Grade: 08)

Excuse *

[VAC: Family Trip/Vacation ▾]

Absence Type *

◉ Full Day Absence
○ Arrive Late
○ Leave Early

First Day *   Last Day *   Number of Days Absent
[09/29/2022 📅]   [09/30/2022 📅]   2

Comments *

[funeral out of state]

[Submit]   [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.

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.

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.