



WESTON HIGH SCHOOL

Paul Peri, Principal
perip@weston.org

Susan Bairstow, Asst. Principal
bairstows@weston.org

444 Wellesley Street
Weston, MA 02493
(781)786-5800
Fax: (781)786-5829

Dear Parents and Guardians,

We are pleased to announce that parents/guardians can now submit their students' absences directly through the Parental Portal on Infinite Campus. With a few clicks, parents/guardians can communicate their student(s) absence, late arrival, and/or early dismissal from school instead of having to call the absence in.

This will be easier for parents/guardians to communicate their students' absences and will facilitate attendance documentation and recording to happen in real time. Using the Infinite Campus Parent Portal App, parents/guardians can submit their attendance requests and select the reason and duration for an absence by clicking the button at the bottom of the home page. There is also a comment section in case more information about the submission needs to be communicated to the attendance office.

Below are step by step instructions for attendance request submissions.

Please note that as usual, students should continue to sign in and/or out at the attendance office when they are arriving late or being dismissed early during the day.

If you need assistance with attendance please email Kim Clemente, clementek@weston.org or if you need assistance with your parent portal account email Scott LeLievre, lelievres@weston.org.

We hope you find this feature of the Parent Portal App to be helpful and we appreciate your assistance implementing this new absence reporting process!

Sincerely,

Paul Peri and Susan Bairstow

Step by step instructions to submit an absence request through IC. Please note - this process will need to be done for each child if you are reporting an absence for more than one child.

Step 1: Log in to the parent portal

The screenshot shows the login interface for the Infinite Campus Campus Parent portal. At the top left is the Infinite Campus logo with the tagline "simple || powerful". To the right is a "Campus Parent" badge. The main heading is "Weston Public Schools". Below this is a "Single Sign On (Staff Only)" button. A horizontal line with "or" in the center separates this from the parent login section. The parent login section includes a "Parent Username" label and a text input field, followed by a "Password" label and another text input field. There is a "Stay logged in" checkbox with an information icon. A large blue "Log In" button is positioned below the password field. At the bottom of the login section are links for "Forgot Password?", "Forgot Username?", and "Help". Below these is a "Change District" link. At the very bottom, there is another horizontal line with "or" and a "New User?" link.

Step 2: Select Absence Request button (bottom of the page)

The screenshot shows the mobile app home screen. At the top is a "Home" header with a user profile icon. Below is an "Inbox" section with a message from "JHS/MS Band- Summer Music Opportunities" dated 03/13/2024. A link "View more Inbox messages in the Message Center" is provided. The "Upcoming Dates" section shows a holiday on 03/29/2024 for "23-24 Weston Middle School". A link "View all Important Dates" is present. The "Quick Links" section is titled "Weston Middle School" and contains three buttons: "Absence Requests", "Backpack", and "Contact List". A red arrow points to the "Absence Requests" button, which is circled in red. An "up" arrow button is located at the bottom right of the screen.

Step 3: Select Student Name, Excuse & Absence type

The screenshot shows the 'Absence Requests' form. At the top, there is a green header with a menu icon, a notification bell with a red '3', and a user profile icon. Below the header, there is a back arrow and the text 'More | Absence Requests'. A blue box contains the text: 'If your student is not available in the list, contact a school administrator.' Below this, there is a section titled 'Select the students you wish to submit an absence request for' with a checkbox and a blacked-out student name. Underneath is the 'Excuse *' field, which is empty and has a red error message: 'Excuse is required'. Below that is the 'Absence Type *' section with three radio button options: 'Full Day Absence', 'Arrive Late', and 'Leave Early'. Red arrows point from the text 'Fill out the Page' to the student selection, the excuse field, and the absence type options.

Step 4: Select Date and Time, the click 'Submit' to complete absence request

The screenshot shows the 'Absence Requests' form with more fields filled out. The student selection is now checked. The 'Excuse *' field is filled with 'DR: Doctor/Dental Ap...'. The 'Absence Type *' section has 'Leave Early' selected. The 'Date *' field is filled with '03/19/2024'. The 'Departure Time *' field is filled with '2:30 PM'. Below these is a 'Comments *' text area. At the bottom, the 'Submit' button is circled in red. Red arrows point from the text 'Fill out Date and Time then tap SUBMIT' to the date, departure time, and submit buttons.