



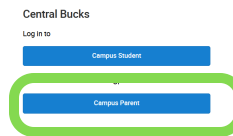
Online Absence Request

- Parents and guardians will be able to submit absence requests via the Parent Portal.
- Parents can request a full-day absence, early dismissal, or later arrival.
- Absence requests will be reviewed by School Attendance Staff and approved or denied.
- Requests made using the Parent Portal will also serve as the excuse for the absence. Parents will NOT be required to submit an excuse either electronic or written.



Log in to Parent Portal

- To log in, go to www.cbsd.org and select the **A+** icon button at the top right of the website.
- Select **Campus Parent**.
- Enter user and password.



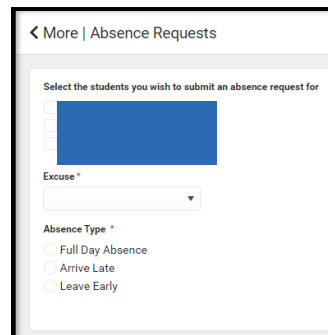
There is also a **Campus Parent App**. After downloading the App, search the School District Name: *Central Bucks*.



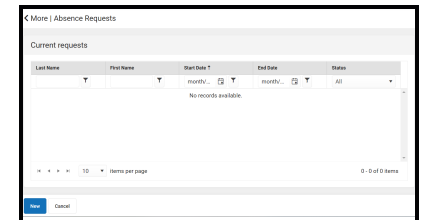
Reporting a Student Absence

In Parent Portal

- Select "**More**" from the left menu.
- Select "**Absence Requests**".
- Select the **student(s)** for the absence request. You can select 1 or all of your students.
- Select **Excuse**.
- Select **Absence Type**.
- Select **First Day** and **Last Day** the student(s) will be absent.
- Add **Comment (*REQUIRED)**.
- **Submit**.
- You will now have a "**Current Requests**" list. This is a receipt for your absence notes for the year. You can select a request and delete if needed as well.



Absence Requests



Current Requests

Notifications

What happens when your child is not in school?

If you **complete** an Absence Request for your child in Parent Portal:

- The "Current Requests" list will be updated when processed by the school office. It will be updated to "approved" or "denied".
- Please check your Notification Settings in Parent Portal by selecting the **Person Icon** in the top right corner, then **Settings** and **Notifications**.

If you **do not complete** an Absence Request for your child in Parent Portal:

- you will be notified by school with automated notifications for an absence **via email and text**.
- Previously, the district provided phone calls with some emails by school.
- Attendance emails, such as southattendance@cbsd.org, will be discontinued this year for all schools.



Attendance Reconciliations

What if you do not have access to Parent Portal?

- Families can provide an absence excuse to the school as per SB Policy #204.



Support

How to request an Activation Key to create a Parent Portal Account

- If you do not have a Parent Portal Account, please go to www.cbsd.org and select the **A+** icon at the top right.
- Select **Campus Parent**, then **New User** at the Bottom.
- Select **Online Portal Help Request Form**.
- Complete the form and **Submit**.
- You will then receive an Activation Key to create an account.

If you are having difficulty with submitting an absence request, please contact your school office or email parent portal.

Email: parentportal@cbsd.org