



New: 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 late 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.



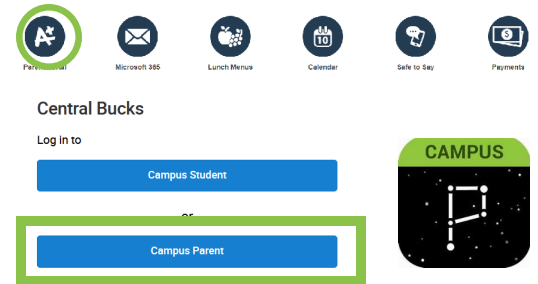
Log-in to Parent Portal

- To log in or create an account, visit www.cbsd.org and click on the A+ icon button in the middle 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

Email Support: parent_portal@cbsd.org

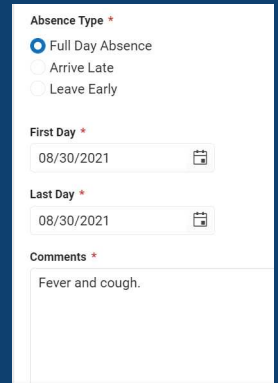
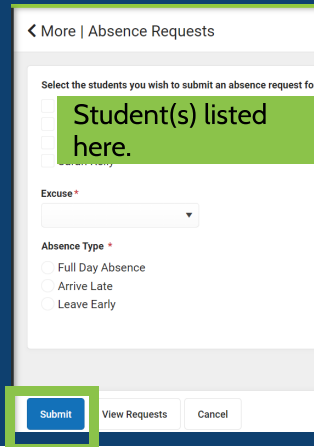
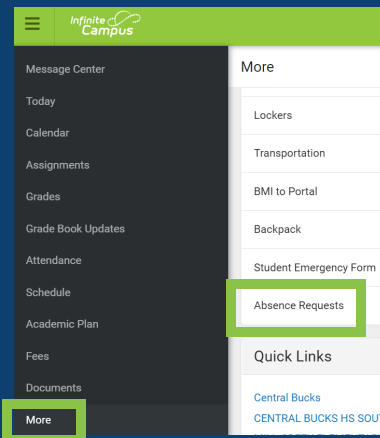


Reporting a Student Absence

1. In Parent Portal, Select "**More**" from the left menu.
2. Select "**Absence Requests**".
3. Select the student (s) you wish to submit an absence for.

4. Select the **student(s)** you wish to submit an absence request for.
5. Select **Excuse**.
6. Select **Absence Type**.

6. Select **First Day** and **Last Day** a student will be absent.
7. Add **Comment (Required)**
8. **Submit**
9. You will now have a list of **Requests** that will show the status.



Excuses:
SICK: Child Illness
VAC: Vacation or Family Travel
BE: Bereavement Reasons
REL: Religious Holiday
MED: Medical or Health Appointment

