


# MARKING ATTENDANCE FOR DUBUQUE COMMUNITY SCHOOL DISTRICT Elementary School Students

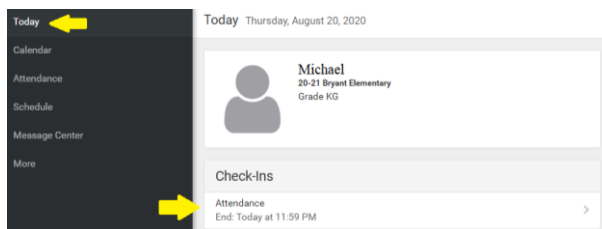
In order to keep track of attendance in the fully online program or on at-home days in the hybrid program, students or parents/guardians will confirm the student's attendance in Infinite Campus.

## WHEN TO MARK ATTENDANCE

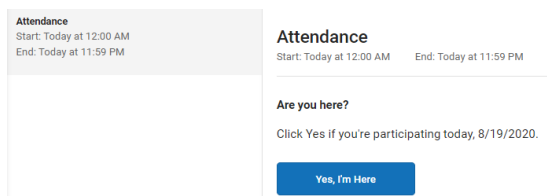
- **FULLY ONLINE PROGRAM:**
  - Students or parents/guardians will login to Infinite Campus **EVERY SCHOOL DAY** to "Check-In" and mark the student **PRESENT**.
- **HYBRID PROGRAM:**
  - Students or parents/guardians will login to Infinite Campus **EACH AT-HOME SCHOOL DAY** to "Check-In" and mark the student **PRESENT**.
  - **If you do not have a device at home**, please call your school in the case of an absence.
- **NOTE for both programs:**
  - If the student or parent/guardian does not "Check-In" to Infinite Campus by 11:59 p.m., the student will be assumed **ABSENT**.
  - If a student is ill and cannot attend school, either in person or at home, the parent/guardian must call the school and the student will be marked **ILL**.
  - Once a student is checked-in, the option to "Check-In" will no longer be available for the student or parent/guardian in Infinite Campus for the remainder of the day.

## HOW TO MARK A STUDENT PRESENT

- Login to Infinite Campus
  - **Students** can access the Infinite Campus Student Portal through Clever by clicking on the Infinite Campus icon shown below. **The student's Infinite Campus username and password is the same as Clever.**  
*Icon in Clever >>* 
  - **Parents** can access the Infinite Campus Parent Portal on a web browser at [www.dbqschools.org/infinite-campus](http://www.dbqschools.org/infinite-campus) or the Campus Parent mobile app on their smartphone.
- Once logged in, Infinite Campus will default to the **Today** tab.
- On this screen, the student or parent/guardian will click on **Attendance** under **Check-Ins**.



- On the next screen, the student or parent/guardian will click on the **Yes, I'm Here** button to mark the student **PRESENT**.



- Once a student or parent/guardian completes the **Check-In**, the student is marked **PRESENT** for all class periods that day.