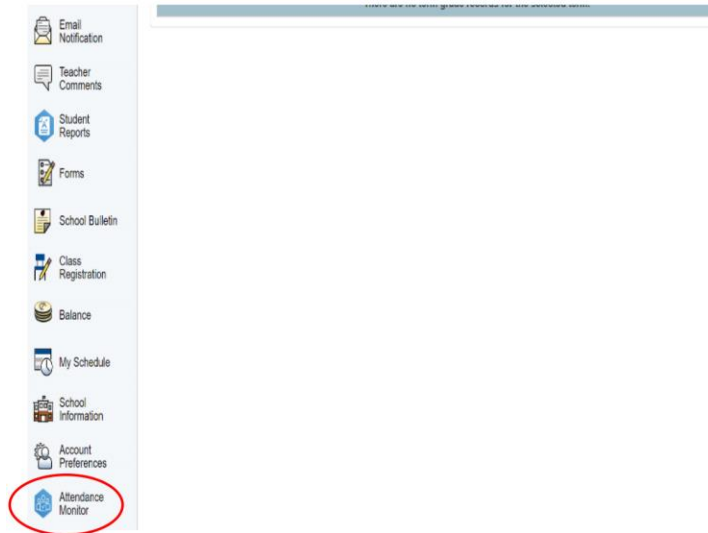


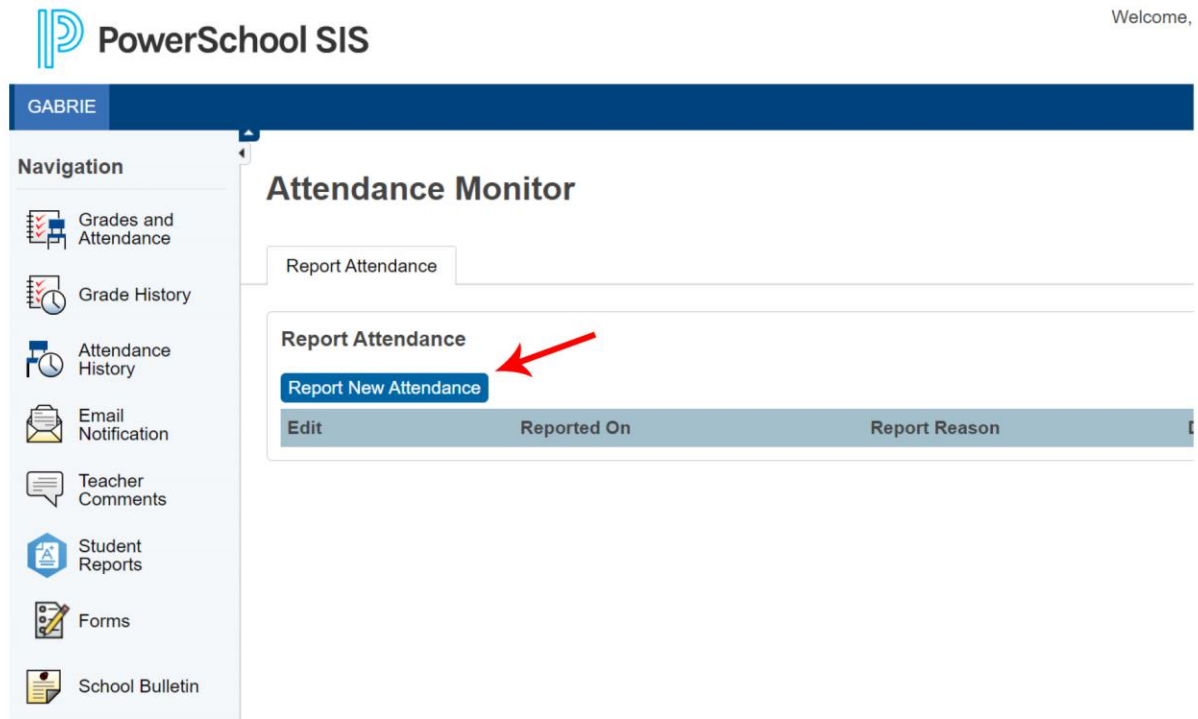
Dear Parents and Guardians:

The district has created a way for parents and guardians to submit school absence excuses through the PowerSchool Parent Portal. You can now submit an excuse to your child's school in just a few easy steps.

Once you are logged into the PowerSchool Parent Portal, you will select the Attendance Monitor tab on the left menu bar



On the Attendance Monitor page, click Report New Attendance:



The report creator page will appear:

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Student Reports
- Forms
- School Bulletin
- Class Registration
- Balance

Attendance Monitor

Report Attendance

Create Attendance Report

Student Name [REDACTED]

Absence Date 08/24/2022 - MM/DD/YYYY **1**

Leave second date empty if only reporting single day absence.

What is the reason for the absence? -- Please Select -- **2**

Is this absence for the whole day? Yes **3**

Explanation **3**

4 Submit

To create an excuse, you will select the Absence Date to be excused. **1**

Select the reason for the absence from the menu. **2**

You must provide a brief explanation in the text box provided. **3**

Then click Submit. **4**

Your child's school will receive notice of the excuse submission for processing.

Please note that if you have supporting documentation, such as a medical excuse, you will have to send the documentation to the school office.