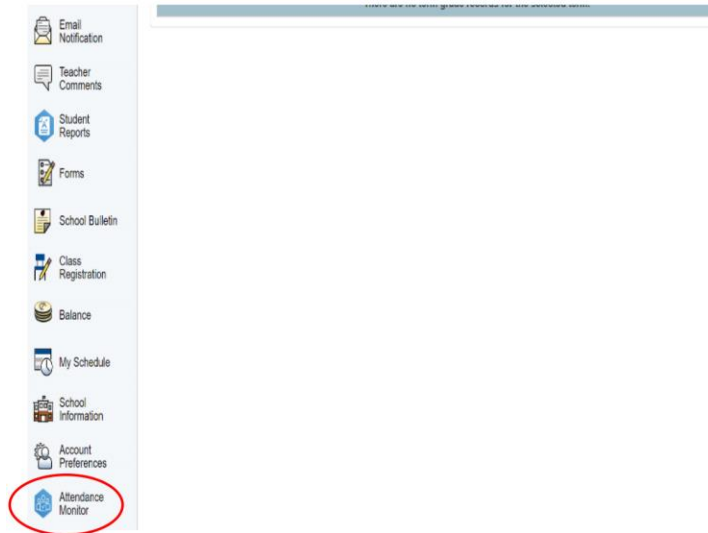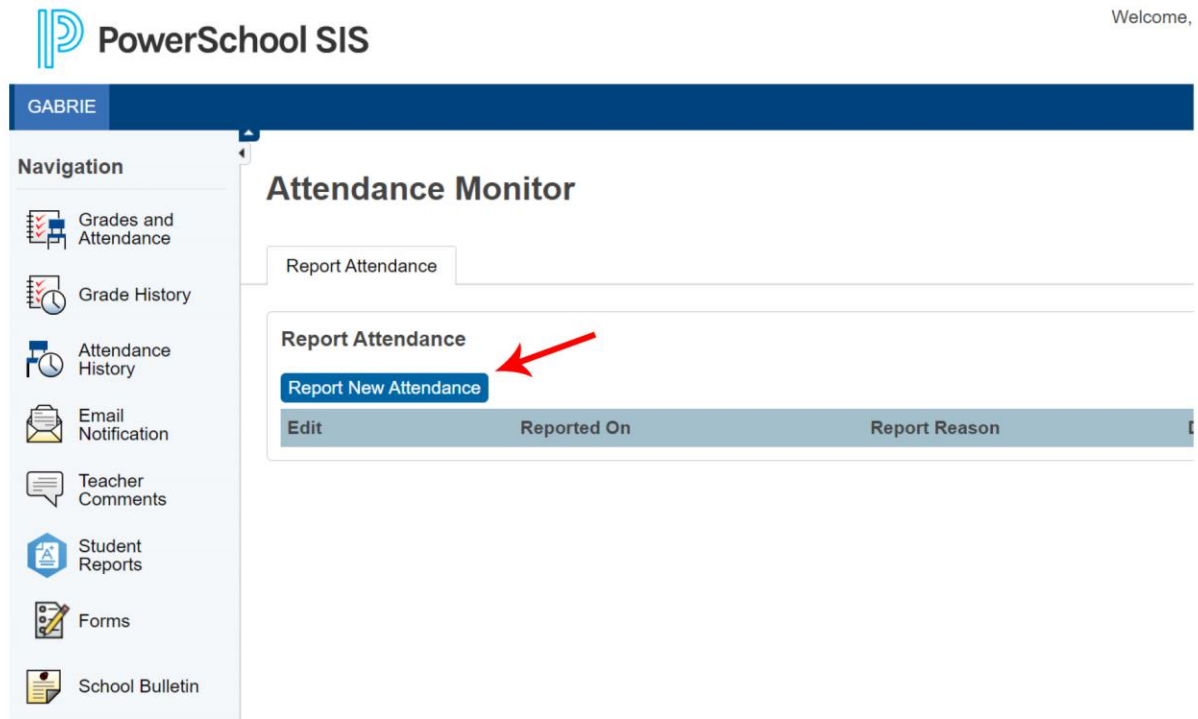Dear Parents and Guardians:

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:

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.