

# Submitting Excuses at WMASD

## Ways to Submit Excuses at WMASD

- submit on Power School through parent account -  
<https://powerschool.wmasd.org/public/>
  - log into your parent account for Power School
  - choose Attendance Monitor on the Navigation Panel
  - submit excuse by choosing Report New Attendance
  - make sure the excuse matches the day student was absent
- a written excuse or doctor's excuse sent in with the student
- an email to the school secretary
  - High School – [cubakovics@wmasd.org](mailto:cubakovics@wmasd.org)
  - Middle School- [pestam@wmasd.org](mailto:pestam@wmasd.org)
  - Homeville- [millermb@wmasd.org](mailto:millermb@wmasd.org)
  - Clara Barton- [McElroyk@wmasd.org](mailto:McElroyk@wmasd.org)
- an email to the homeroom teacher, who will forward to building secretary
- a message or photo sent to the teacher communication platform (Class DoJo, Remind, Schoology, etc.) ask teacher to forward to the office
- fax an excuse to student's home school
  - High School Fax – 412-466-4594
  - Middle School Fax- 412-466-0836
  - Homeville Fax – 412-461-5465
  - Clara Barton Fax – 412-469-3357

Please have the following information on an excuse for absences or tardies:

- Date of the excuse
- Name and grade of student
- Date of the absence or tardy
- Reason for absence or tardy
- Signature of parent/guardian

West Mifflin Area School District students are limited to no more than 10 absences in a full school year. Both excused and unexcused absences are applicable to this total.

In an event of an absence, a written excuse from a parent, guardian, or physician must be received by the school within 3 days of the student's return to school.