



## An Easier Way to Submit an Excuse

North Allegheny offers a new, convenient way to submit full-day absence excuses to our buildings. We call it the "Absence E-Form", and the link can be found on your **Tyler Parent Portal**. To submit an excuse, follow these steps:

1. Log-in to your Tyler Parent account
2. Find the highlighted phrase that says "**New optional e-forms available**"
3. Click on the link
4. Proceed from there

It's that simple and each school receives the completed form instantly!

Please remember that an excuse is required for all absences (one for each day). Once the school receives the excuse (within **three days** of returning to school) your child's "UAB" (unexcused absence) will be changed to "EX" (excused absence) in the Tyler Parent Portal.