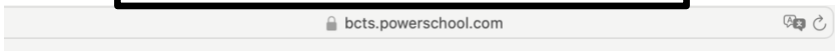


BERGEN COUNTY ACADEMIES Reporting Student Absences on PowerSchool

Please use the below procedure to excuse your child from school.

- Please use this form to report all absences up to 7:30 am of the day of the absence. To report a same day absence after 7:30 am, please call the attendance line at 201-343-6000 x2226.
- For partial day absences, please call the attendance line at 201-343-6000 x2226.
- To change a previously scheduled absence, call the attendance line at 201-343-6000 x2226.

STEP 1: bcts.powerschool.com



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STEP 2: Click on "Forms"

Exp	M	T	W	Last We
HR(M-F)	POS	POS	POS	
1(M-F)	TE	POS	AE	
2(M-T,R-F)	POS	POS	.	
2-3(W)	.	.	AE	
3(M,T,R-F)	POS	POS	.	
4(M-F)				
5(M-F)	POS	POS	POS	
6(M-F)	POS	POS		
7(M-T,R-F)	.	.	.	
7(W)	.	.	.	
8(M,R)	POS	.	.	
8(M,R)	.	.	.	
8(T-W,F)	.	POS	POS	
9(M)	AE			

STEP 3: Click on "Forms"