


Procedures for Parents to Submit an Excused Admit/Note to School

Absences shall be reported to the student's enrolled school by the parent/legal guardian no later than **three (3) days** upon the students return to school. Parents will have three ways to submit an admit:

- **VIA EMAIL:** The district has developed an email resource mailbox address specific to each school's attendance office. The school's attendance email address will follow the generic email address format XXXXattendance@dadeschools.net where XXXX is the school's unique location code. For example, the attendance email address for a school with location code 4071 will be as follows: 4071attendance@dadeschools.net. Parents can send an email directly to the school's attendance resource mailbox stating the cause for the absence and attach documents. The email must include the **Student's Full Name, M-DCPS Student Seven-Digit Identification Number, Date of Absence, and the Reason for the Absence**. The email subject line should include the student's name and "Excused Admit"

✪ FOR PINECREST, PLEASE EMAIL 4421ATTENDANCE@DADESCHOOLS.NET ✪

- **VIA THE PARENT PORTAL OR MOBILE APP:** A link will be available via the Parent Portal and MDCPS Mobile App for parents to submit admits directly to the school. Through the app, parents will be able to submit attachments and documents. Parents will need to provide the student's M-DCPS seven-digit ID number when using the STUDENT ATTENDANCE EXCUSED ADMIT Web Application.



STUDENT ATTENDANCE EXCUSED ADMIT APPLICATION

[Click here](#) to submit admit electronically in order to excuse an absence for your child.

- **IN-PERSON**

Parents who wish to submit documentation in person, may do so at the school's attendance office.

Failure to report and explain the absence(s) within three (3) days upon the student's return to school will result in an unexcused absence. For a list of types of absences [CLICK HERE](#). The principal of the student's school shall have the final authority for determining acceptability of the reason for the absence(s).

For school contact information and location code visit the District's School Directory at <http://www.dadeschools.net/schools/schoolinformation/>



HOW TO SUBMIT AN EXCUSED ADMIT FOR AN ABSENCE(S) VIA THE MOBILE APP

Dadeschools Mobile

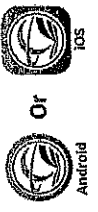
This document is intended to provide parents with the steps on how to submit an excused admit/note to the school via the M-DCPS Mobile APP.

Absences shall be reported to the student's enrolled school by the parent/legal guardian no later than five (5) days upon the student's return to school. Failure to report and explain the absence(s) shall result in unexcused absence(s).

1. Download the Dadeschools Mobile App using one of the following options:

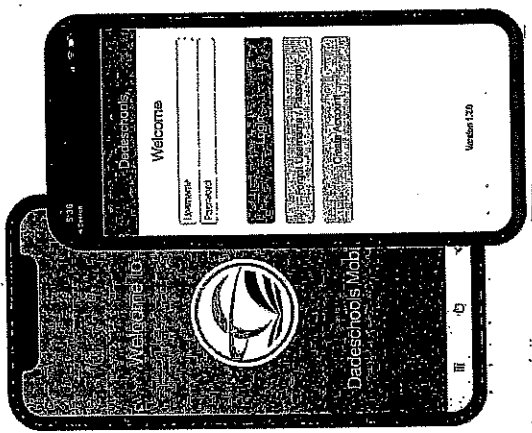


Search for Dadeschools Mobile, click on the icon, and download it



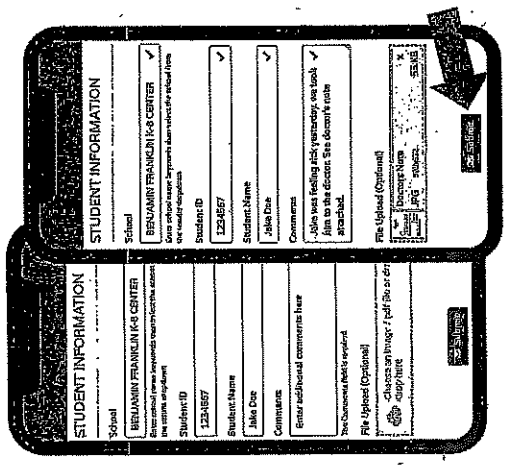
Open the App

and log in using your Parent Portal Username and Parent Portal Password



3. To complete this attendance form, scroll down and enter your (Parent) information

- 4. Scroll down then enter your child's information.
- Enter comments for your child's absence
- Upload a file such as a doctors note in the file upload section (limit 4 MB)
- When complete click SUBMIT



5. Once submitted, you will receive a thank you message confirming that your responses have been entered.

You will receive an email confirmation to the email address provided earlier within this form.

To continue to report absences for other children, click the button located at the bottom of the screen.

