- **MSO CLASS ATTENDANCE**: Students will be counted in attendance to class if they log into their teacher's live sessions. In Elementary level students will log into their teacher's live session at the beginning of the school day and each time they change instructors to be considered in attendance. At the Secondary level (6-12) students will log into their teacher's live session at the beginning of each class period/block. Students must enable the camera function on their computers so that the teacher can identify them and take attendance. Students who log into K12 to do their daily assignments, but **do not** log into the live sessions with their teachers are considered absent to class

- **MSO Tardy:** A student is considered tardy to school if the student is not present at the moment the attendance is taken for the first class assigned. NOTE: If a student is not present when school attendance is taken but is present later in the school day for another assigned class, that student must be considered in attendance, but tardy to school, and the absence should be changed. A student who is tardy should never remain on record as being absent to school.

- **MSO Excused Absence:** My School Online will follow established district attendance policy in regard to excused class absences as defined in School Board policy, 5200 – Attendance. If a student's excuse for being absent doesn't meet the criteria set forth in the school board attendance policy for excused absences, his/her absence will be considered unexcused. (Page 9, **TYPES OF ABSENCES** for additional information).

- **MSO Unexcused Absence:** Any student who has been absent from school will be marked with an **unexcused absence** until the required documentation is received. **Failure to provide the required documentation within *five school days* will result in an unexcused absence.**

Procedures for Parents to Submit and Excuse Admit / Note to School

Absences shall be reported to the student's enrolled school by the parent/legal guardian no later than **five (5) days** from the date of the absence. 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, MDCPS student seven-digit identification number, date of absence, and the reason for the absence. The email subject line should read "Excused Admit".
- **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.
- **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) shall result in unexcused absence(s). 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/