

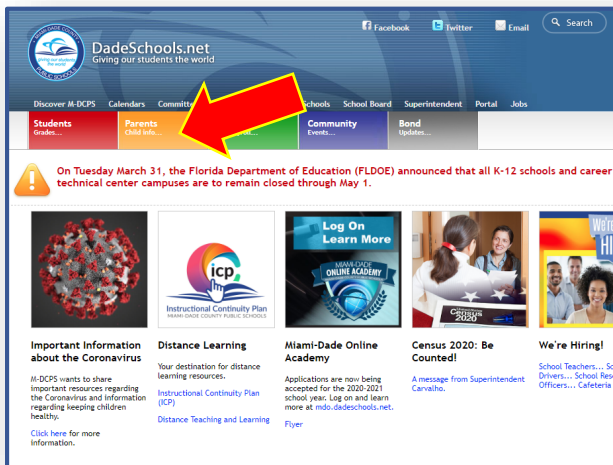


# HOW TO SUBMIT AN EXCUSED ADMIT FOR AN ABSENCE(S) VIA THE PARENT PORTAL

## Parent Portal

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 Parent Portal. 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).

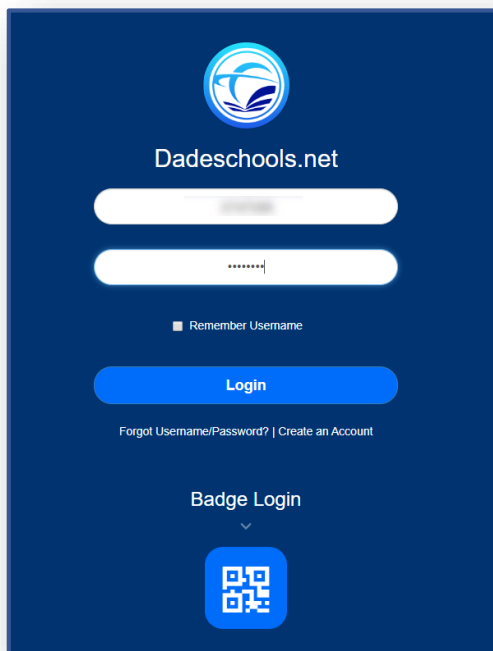
1. Go to [www.dadeschools.net](http://www.dadeschools.net) and click on the Parents Tab



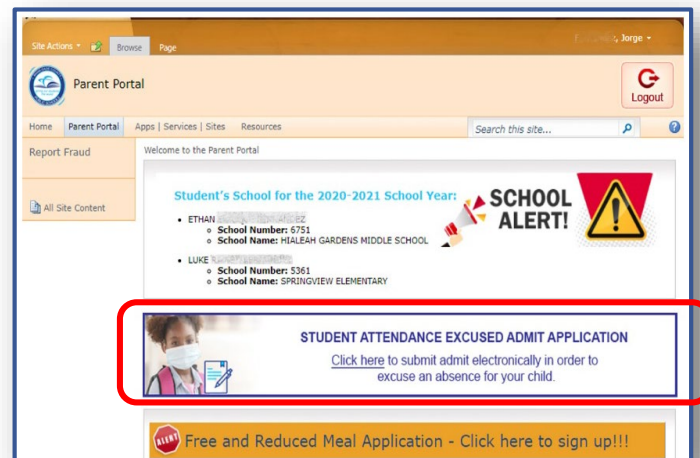
2. Click the [Login to Parent Portal Button](#)



3. Type in your Username (Parent Portal ID#) and Password



4. From the Parent Portal click on the Student Attendance Excused Admit Application Banner





# HOW TO SUBMIT AN EXCUSE ADMIT FOR AN ABSENCE(S) VIA THE PARENT PORTAL

## Parent Portal

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

6. 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

Student Admit Application

Language: English. Change language

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**  
**STUDENT ATTENDANCE EXCUSED ADMIT WEB APPLICATION**  
**2020 - 2021**

Parents and students are responsible for attendance which shall be required of all students during the days and hours that the school is in session. Any student who has been absent from school will be marked with an unexcused absence until the required documentation is received. 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. Failure to provide the required documentation within five (5) school days or upon the return to school, will result in an unexcused absence.

This application has been created to facilitate the electronic submissions of admits by parents and legal guardians in order to excuse an absence.

The following information will be required when using this application:

- Student Full Name
- Student Seven Digit MDCPS ID Number

PARENT INFORMATION

Student Admit Application

**PARENT INFORMATION**

Parent Name: Jane Doe ✓  
Parent Phone: 305-222-3333 ✓  
Parent Email: parent@aol.com ✓

**STUDENT INFORMATION**

School: FRANK C. MARTIN K-8 CENTER  
Enter school name keywords then select the school from the results dropdown.

Student ID: 2233445  
Student Name: Johnny Doe

Comments: Johnny was absent on 09/14/20 due to stomach issues. We took him to the doctor. Attached is a doctor's note. ✓

File Upload (Optional): Doctors Note (JPG, 800x922, 55 KB)

Submit

7. 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 [Submit another student](#) button located at the bottom of the screen.

Student Admit Application

Language: English. Change language

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**  
**STUDENT ATTENDANCE EXCUSED ADMIT APPLICATION**  
**2020 - 2021**

**THANK YOU!**

Your responses have been recorded.  
An email has been sent with the information you submitted.

[Submit another student](#)

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