

**Phase I & II RMEC Attendance Procedures for
Excuse Admit (Absence) / Early Sign-Out / Excused Tardy**

A. VIA EMAIL: Send an email to **7371attendance@dadeschools.net** (Robert Morgan Attendance Office)

1. **Subject line:** “Excuse Admit (Absence)” or “Early Sign-Out” or “Excuse Tardy”
2. Include the student’s full name, ID number, and date(s) of the absence/Early Sign-Out (include period)/Tardy (include period)
3. State the reason (sick, death in family, Doctors appointment, etc.) for the absence/early sign-out/tardy, attach documents, as needed.

B. VIA THE PARENT PORTAL OR DADESCHOOLS MOBILE APP: Use the link available in the Parent Portal or Mobile App to submit an admit to Robert Morgan Educational Center Attendance Office.

NOTE: Course Make-up for Excused Absences, Tardy or Early Sign-Out If excused, all educational requirements for the course shall be met before a passing grade and/or credit is assigned. The student shall make-up work for excused absences, tardy, early sign-out within a reasonable amount of time.

NOTE: Absences/Early Sign-Out/Excused Tardy shall be reported to Robert Morgan by the parent/legal guardian no later than five (5) days from the date of the absence/early sign-out/excused tardy. Parents have two ways to submit for excuse:

