

## 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 three (3) 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 (Click Continue when asked to allow dsmobile to sign in)



- 2. From the Home page, click on the Apps icon on the bottom of the page.
- 3. Click on the Excused Admit icon to Launch it





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- 4. To complete this attendance form, scroll down and enter your (Parent) information Excused Admit Excused Admit SAEAA SAEAA 2022 - 2023 PARENT INFORMATION rents and students are responsible for attendance kich shall be required of all students during the ys and hours that the school is in session. Any udent who has been absent from school will be rivde with an unexused absence until the quired documentation is received. Absences shall arent Name Jane Doe Parent Phone unred occumentation is received. Absences shall reported to the student's encoded school by the rent/legal guardian no later than three () days in the date of the absence. Failure to provide the ujired documentation withinthree () school days upon the return to school, will result in an 305-123-4567 Parent Email Parent@email.com This application has been created to facilitate the electronic submissions of admits by parents and egal guardians in order to excuse an absence. STUDENT INFORMATION ving information will be required when School sing this application BENJAMIN FRANKLIN K-8 CENTER Student Full Name
  Student Seven Digit MDCPS ID Number Student ID PARENT INFORMATION 1234567 === M Student Name .
- 5. Scroll down then enter your child's information.
  - Enter Start and End Date of Absence
  - 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





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.

