

Absences Procedures to Obtain an Excused Absence:

Please know that there are **three** ways to obtain an excuse absence(s).

Two require that parent/guardian have a parent account with the student added to the account.

If a parent/guardian needs a PIN #, request via email needs to be sent to 6741questions@dadeschools.net or 6741preguntas@dadeschools.net stating that a parent is requesting PIN# (Please provide student's name, ID # and relationship to student).

Options:

1. **Parent portal:** once a parent/guardian logs into the portal, they will see the following option:



Press "**Click here**", answer a series of questions and you will be instructed to submit a picture of the note.

2. **Dadeschools App:** once log to app, parent/guardian will see the following:



On the top right-hand corner, they will see "Excused Admit". Once again, they need to answer a series of questions and submit a picture of the note.

3. **Email:** parent/guardian may submit an admit by sending email to 6741attendance@dadeschools.net. Please include the students name and ID#.

We will be checking emails daily and making sure we follow proper procedures to excuse any absence(s).