

Coral Reef Senior High School

Attendance procedure for My School (MSO) K-12 Online

Excused and Unexcused Absences

8/13/20

Miami-Dade County Public Schools will follow the established District attendance policy regarding excused class absences as defined in School Board policy, 5200 – Attendance. If a student's excuse for being absent does not meet the criteria set forth in the school board attendance policy for excused absences, or the parent(s) fails to report and explain the absence(s) in a timely manner, his/her absence will be considered unexcused.

Procedures for Parents to Submit an Excused 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. 7101attendance@dadeschools.net is the e-mail for Coral Reef Senior High School. 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 documentation.
- **IN-PERSON:** Parents who wish to submit documentation in person, may do so at the school's attendance office.