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:**
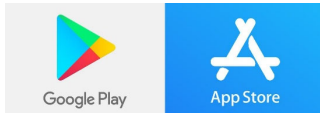
- **Search for Dadeschools Mobile, click on the icon, and download it**

- **Open the App** **Or**
  Android   iOS

  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.**
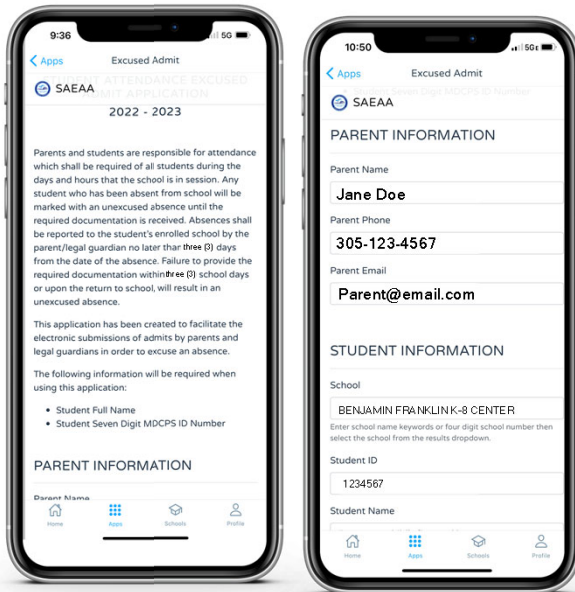
3. **Click on the Excused Admit icon to Launch it**
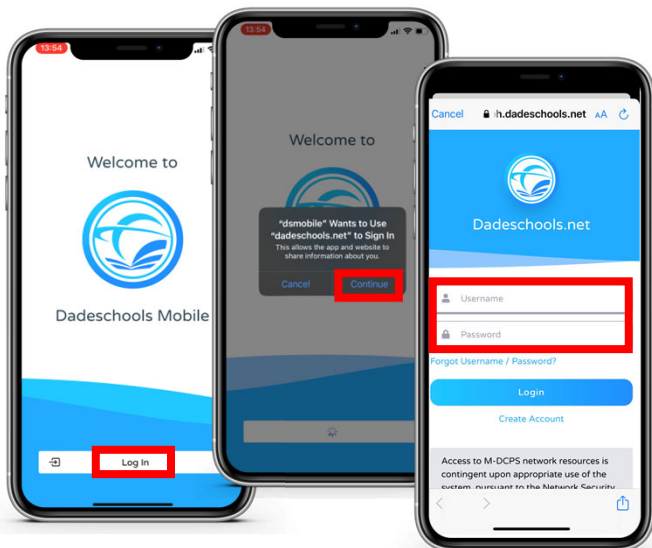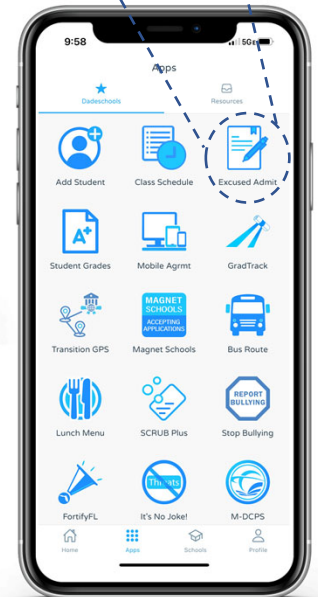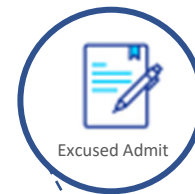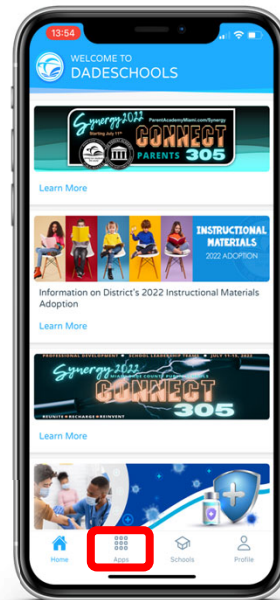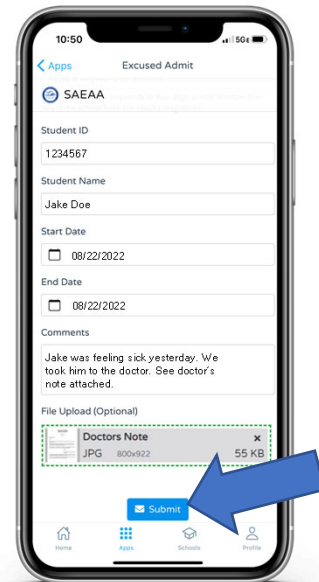
4. **To complete this attendance form, scroll down and enter your (Parent) information**

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**

6. **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.**