

Excused and Unexcused Absences

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: 3621attendance@dadeschools.net

- **VIA EMAIL:** The district has developed an email resource mailbox address specific to each school’s attendance office. The school’s attendance email address will follow the generic email address format XXXXattendance@dadeschools.net where XXXX is the school’s unique location code. For example, the attendance email address for a school with location code of 4071 will be as follows: 4071attendance@dadeschools.net. 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.

Failure to report and explain the absence(s) shall result in unexcused absence(s). The principal of the student’s home/enrolled school shall have the final authority for determining acceptability of the reason for the absence(s).

Every effort needs to be made by the student, parent, and school administration to avoid absences related to technical difficulties, such as the lack of reliable connectivity or device accessibility.

For school contact information and school location codes visit the District’s School Directory at <http://www.dadeschools.net/schools/schoolinformation/>.

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EXCUSED ABSENCES

Board Policy 5200 – Attendance, defines an Excused School Absence as:

- A. Personal illness of the student (medical evidence may be required by the principal or designee for absences exceeding **five** consecutive days): The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, the student must be under the supervision of a health care provider in order to receive excused absences from school.
- B. Medical Appointment: If a student is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment must be submitted to the principal.
- C. Death in immediate family.
- D. An approved school activity (absences recorded but not reported).
- E. Other absences with prior approval of the principal.
- F. Attendance at a center under Department of Children and Families supervision.
- G. Significant community events with prior permission of the principal. When more than one school is involved, the Region Superintendent will determine the status of the absence.
- H. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed.
 - The religious holiday listed on the district’s approved list of religious holidays (Exhibit #2, Page 46) is to be marked with an “X” (this attendance code may not disqualify students from Perfect Attendance recognitions/awards).
- I. **Military Connected Students:** M-DCPS is committed to assist students from military families and will continue efforts to facilitate the development and implementation of policies that directly impact children of military personnel. In an effort to ease the burden of our students who have parents that may be deployed or on “Block Leave”, schools will allow up to a total of five days of excused absences each academic year to allow families time together.
 - The absences are to be pre-approved by the school principal.
 - Students shall have a reasonable amount of time to complete make-up work.
 - Attendance Correction Form ([FM-5556](#)) will be sent to the Federal and State Compliance Office for processing via [Ivanti Service Manager \(ISM\)](#).

Furthermore, attendance record-keeping programs have been modified to ensure that students may not be disqualified from Perfect Attendance recognitions/awards at the school or district level. Deployment-related absences will not negatively impact a school’s percent of attendance.

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- J. Event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal: The student must receive advance written permission from the principal. Examples of special events: public functions, conferences, and Regional, State and National competitions.
- K. Court appearance of the student, subpoena by law enforcement agency or mandatory court appearance.
- L. Outdoor suspensions (this code should not be used).
- M. Appointments for a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.
- N. Other individual student absences beyond the control of the parent or student, as determined and approved by the principal, require documentation related to the condition.

UNEXCUSED ABSENCES

Board Policy 5200 – Attendance, defines an Unexcused School Absence as:

- A. Vacations, personal services, local non-school event, program, or sporting activity.
- B. Older students providing day care services for siblings.
- C. Illness of others.
- D. Non-compliance with immunization requirements (unless lawfully exempted).