



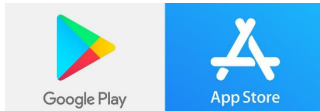
# HOW TO SUBMIT AN EXCUSED ADMIT FOR AN ABSENCE(S) VIA THE MOBILE APP

## 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:



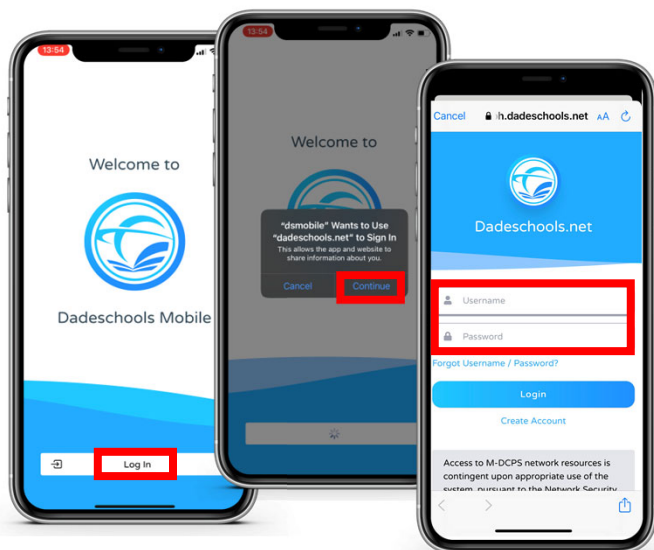
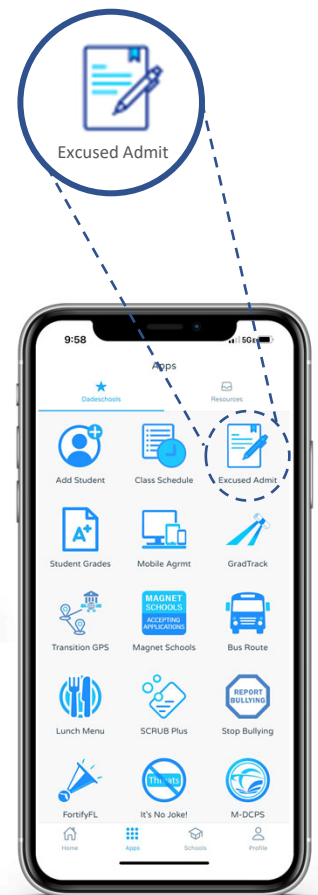
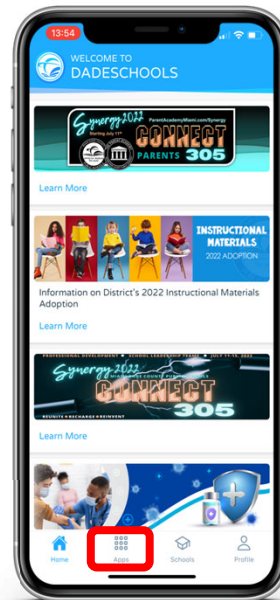
- Search for Dadeschools Mobile, click on the icon, and download it

- Open the App  Or 

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

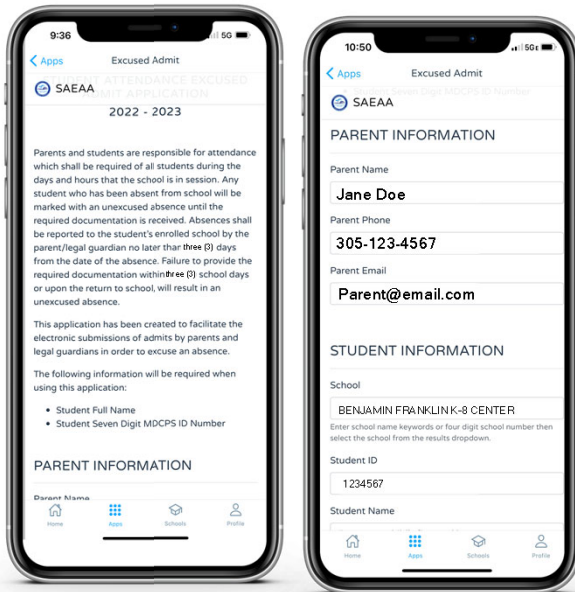




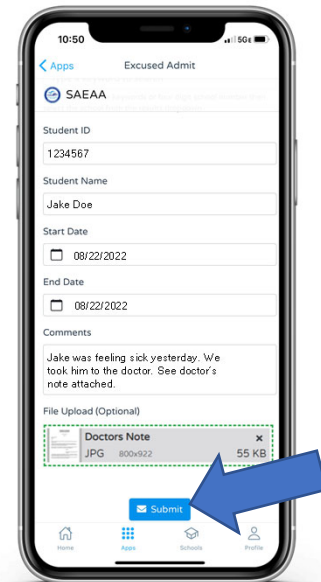
# HOW TO SUBMIT AN EXCUSE ADMIT FOR AN ABSENCE(S) VIA THE MOBILE APP

## Dadeschools Mobile

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.

