



Procedures for Reporting Absences

Please review the following procedures for reporting absences to Jose Marti MAST Academy for the 2022-2023 school year:

1. Absences shall be reported to the school by the parent (only the parent, not the student) no later than three (3) days from the date of the absence.
2. To report an absence, parents may do so electronically by emailing a statement of the cause for such absence directly to our attendance email address – 7291attendance@dadeschools.net.
3. The email should include the student's full name, identification number, date of absence, and the reason for the absence.
4. In addition, a link will be available via the Parent Portal and Parent Mobile APP for parents to access a dropdown menu with schools' resource mailbox directory. Parents who wish to submit documentation for an excused absence to the school's attendance office in person may do so within three (3) days from the date of the absence.
5. Failure to report and explain absence(s) shall result in an unexcused absence(s) for each day not reported. The principal shall have the final authority for determining acceptability of the reason for the absence(s).

If you have any questions or concerns, please call the school at (305) 557-5931 or email Ms. Robles at mjerez@dadeschools.net.