



NORMAN S. EDELCUP/SUNNY ISLES BEACH K-8

Attendance Procedures

Within 3-5 days of a student absence, an email should be sent to Ms. Duffie at lduffie@dadeschools.net and parents can copy (cc) the teachers. Attendance corrections will be made, as applicable, and the change will be seen in the student gradebook in the student/parent portal.

The email should include:

1. Student First and Last Name (as in gradebook)
2. Student ID
3. Date(s) of absence
4. Reason for absence
5. Attachment of any necessary documentation (optional: Doctor note etc.)