



# Bowie Middle School Attendance Procedures

Lillie Saucedo - Attendance Clerk

281-327-6227 (office)

281-327-6201 (fax)

[attendanceJBMS@fortbendisd.com](mailto:attendanceJBMS@fortbendisd.com)

## Notes REQUIRED after an absence

Please email the attendance or send a note within 5 school days of an absence regardless of reason. Notes must include: student's name, grade, reason for absence, parent's signature and contact number. If an excuse is not received within five 5 days of the absence, the absences will be coded as unexcused.

- Turn notes into the Attendance Office **not** your teachers.
- All absences are considered "unexcused" until the attendance office receives an explanation of the absence that meets district guidelines as excused. See FBISD Student Parent Handbook - Attendance Policy, Pages 29-33.
- Please allow attendance office two (2) business days to update students' attendance.
- It is not necessary to call the school when your student is absent.

## Medical (Doctor's) Notes

Students absent for more than three (3) consecutive days because of a personal illness must bring a statement from a doctor or health clinic clearing them to return to school.



Students signing out of the clinic will be marked excused for any periods missed. However, if the student is absent any additional days, a note/email must be provided.

## Absences that are considered "excused":

- A medical or dental appointment
- Personal illness
- Death in the immediate family
- Observing religious holy days
- Court proceedings, Juvenile Court/Probation meetings in which a student is required to attend.
- Immigration or Social Security Office appointments
- Student performing "Taps" at a military honors funeral
- Visiting a parent/guardian on military leave

***\*Please Note: Family visits, vacations or personal absences scheduled during regular school days are not acceptable absences and will NOT be unexcused, regardless of the number of days missed. Family emergencies are considered unexcused unless specific information is provided and is approved on a case by case basis by the grade level principal.***



## Late Arrivals

Students arriving after the tardy bell at 8:50 must sign in at the front office. Parents are not required to sign students in. Students coming from a medical appointment should provide a Doctor's note when signing in.

Students who sign in after 9:15 for any unacceptable reason will receive unexcused absences for periods missed and will be subject to Texas truancy laws. (See *Parent contributing to Truancy-Failure to attend school*)

## Early Dismissal

**No students released after 3:40 pm.**

A parent/guardian or authorized person must sign students out at the Front Office. Students **WILL NOT** be released from class until a parent/guardian signs them out.

- A driver's license or photo ID is **REQUIRED** when signing a student out
- Students will only be released to a person listed on their emergency card. Go to Skyward family access to verify who is listed.

***This procedure is necessary for the safety of all our students at Bowie Middle School.***

## Perfect Attendance

Attendance is taken during every class period in middle school and high school. Therefore, a student must be in attendance every day/each period in order to qualify for Perfect Attendance.

Absences that will not be counted against a student with required documentation for perfect attendance are:

- ♦ A medical/dental appointment **when the student is in attendance a portion of the day.**
- ♦ The observation of a religious holiday or holy day per the **FBISD Interfaith Calendar** with a note from parent or religious institution.
- ♦ Court proceedings, Juvenile Court/Probation meetings in which a student is required to attend.
- ♦ Appearing at a government office to complete paperwork required in connection with a student's application for US Citizenship. Travel days shall be limited to 1 day travel to and 1 day travel from the site of the government office.
- ♦ Appearing at a United States naturalization oath ceremony in connection with a student's US citizenship. Travel days shall be limited to 1 day travel to and 1 day travel from the site of the ceremony.

*Please contact the attendance clerk at [attendancejbms@fortbendisd.com](mailto:attendancejbms@fortbendisd.com) if you have any questions.*