



Bowie Middle School Attendance Procedures

Michelle Gay - Attendance Clerk
281-327-6227 (office)
281-327-6201 (fax)
attendanceJBMS@fortbendisd.com

Notes REQUIRED after an absence

Please email attendance at attendanceJBMS@fortbendisd.com 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 a student fails to email or bring a note, 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
- 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 (a funeral program may be requested)
- Observing religious holy days
- A court proceeding that the student is required to attend or a meeting with the probation officer
- Immigration Proceedings or Social Security Office
- "Taps" at a military honors funeral
- Visiting a parent/guardian on leave from a combat zone



****Please Note: Family vacations or personal visits scheduled during regular school days are not acceptable absences and will be counted as unexcused regardless of the number of day missed. Family emergencies are considered an unexcused absence unless more information about the emergency is provided.***

Late Arrivals



Students arriving after the tardy bell must sign in at the attendance office. Students coming from a doctor or dental appointment can sign themselves in as long as they have a Dr. note. If not, a parent/guardian **must** sign them in.

Students who sign in after 9:40 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 3:45 pm.

A parent/guardian or authorized person must sign students out in the Attendance 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 www.fortbendisd.com family access to verify who is listed.

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

(OVER →)

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 and **the student is in attendance a portion of the day.**
- ◆ The observation of a religious or holy day and the holiday is recognized as a Religious Holiday.
- ◆ A court proceeding that the 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.