



Bowie Middle School Attendance Procedures

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Absences Notes

JBMS attendance office will be going paperless this 2025-2026 school year and moving forward.

Please submit all absence notes via email to the [Attendance Office](#) within 5 days of an absence regardless of reason. Students who bring a paper note to school will be asked to submit it electronically. Notes must include student's name, grade, reason for absence, parent's name and contact number. If an excuse is not received within 5 days the absence will be coded as Unexcused.

- Submit notes electronically to the [Attendance Office](#).
- All absences are considered "Unexcused" until the attendance office receives an explanation for the absence that meets district guidelines as an "Excused" absence. See [FBISD Student Parent Handbook Attendance Policy](#).
- Please allow up to 2 business days for updated attendance to reflect in Skyward.
- It is not necessary to call the school to report when your student is absent. You can email the teachers directly to inquire about missed assignments.



Medical/Doctor's Notes

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

Students signing out from the clinic will be marked Excused for any periods missed that day. If the student is absent additional days, an absence note must be provided.

"Excused" Absences

- 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 honor funeral
- Visiting a parent/guardian on military leave

"Unexcused" Absences

- Vacations
- Trips
- Family visits
- Personal absences that are unspecified

****Please Note: Family emergencies are considered Unexcused unless specific information is provided and approved by the grade level Assistant Principal on a case-by-case basis***

90% Rule

Students must be present no less than 90% of instructional days to retain course credit for the school year. Please plan your absences carefully, especially if your student has a high school credit class.

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Late Arrivals

- Students arriving after 8:50 will be marked **Tardy** and must sign in at the front office. *Parents are not required to sign in Tardy.* Students arriving late due to a medical appointment should submit a doctor's note.
- Students arriving **during the first 20 minutes of class** will be marked **Tardy**.
- Students arriving **after the first 20 minutes of class during 2nd period** will be marked **Late**.
- Students arriving **after the first 20 minutes of class for all other classes** will be marked **Absent**.
- Excessive Tardies and absences will be subject to disciplinary action.

Early Dismissal

No students released after 3:40 pm.

A parent/guardian or authorized person with a valid form of identification must sign out their student at the Front Office. Students will not be released from class until the sign out process has been completed.

- A driver's license or photo ID is **REQUIRED** to sign out your student.
- Student will only be released to a person listed on their Emergency Contacts. See Skyward Family Access to review student Emergency Contacts.

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. A student must be in attendance every day/each period to qualify for Perfect Attendance.

Absences not counted against a student *with required documentation* for Perfect Attendance are:

- ♦ A medical/dental appointment **when a doctor's note is provided, and 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 with a note from the court.
- ♦ 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.

Attendance Discrepancies/Concerns

If you receive notification that your student was marked absent during the day that you believe to be an error, please **contact the teacher(s) directly** as they take their own attendance. They will contact me if a correction is needed.

Truancy

- If a student has 3 unexcused absences, full or partial day, in a 4-week period, a Truancy Warning Letter will be issued.
- If there are 5 or more unexcused absences in a semester, an online Truancy Diversion Program will be required to be completed.
- Additional unexcused absences may warrant further action from our Truancy Department.

Please contact the [Attendance Office](#) at 281-327-6227 if you have any questions.

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