**Baines Middle School Attendance **

Attendance Clerk: Jackie Crump

Attendance Office: (281) 634-6890

Fax Number: (281) 327-6890

Email address: [attendancebms@fortbendisd.com](mailto:attendancebms@fortbendisd.com)

* School starts at 8:50 am and dismisses at 4:05 pm
* If your child is absent, you **MUST** submit a note to the attendance office within 5 days of the student’s return to school or the absence will be considered unexcused per FBISD policy. You can verify the status of your child’s attendance utilizing Family Access.
* **When submitting an excuse note, please include the student’s legal first and last name, ID number, date(s) absent, and a reason.** The parent/guardian must sign it and include a telephone number. If a reason is not listed, it will be counted as unexcused.
* If your child is late to school, for any reason, they must sign in at the attendance office before going to class. They should provide a parent note or medical note indicating why they are late. If a student misses 20 minutes or more of any class period, they will be counted absent for that class.
* Parents/emergency contacts will need to come inside the building to sign the student out. You must show proof of identification with your driver’s license which will be scanned in our Raptor System.
* Please check Family Access to ensure the emergency list for your child is up to date. Only the people listed as an emergency contact will be allowed to pick up your child. **Students will not be released to any person not on the authorized list.**
* Please do **NOT** call when you are on your way to pick up your child to ask us to pull them from class. Also, please do **NOT** call/text your child to ask them to meet you at the front of the building even during passing periods or during class.
* **There will be no students released after 3:40 pm except for those that are sent home by the clinic.**
* If you receive a call that your child was marked absent in a class and you feel this is an error, please contact the teacher who marked them absent. The teacher will then contact Mrs. Crump if an error was made. **The attendance clerk cannot make any changes without notification from the teacher who made the error.**

If you have any questions, please feel free to call or email me.

Thank you,

Jackie Crump

BMS Attendance Clerk

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