



## **Attendance Procedures**

At Bloomfield Hills High School, the faculty and administration expect students to attend all classes every school day. Regular attendance in school has a direct result on a student's success and achievement in high school. Parents/guardians must notify the attendance office by phone whenever their son or daughter is absent or needs to leave school early.

Parents must call the office within 24 hours of the absence (from 7:00 am on the day of the absence until 7:00 am the following morning). Notes are not accepted. Calls received after 24 hours will not be excused.

### **Attendance Office Phone Number**

**248 341 5610**

(You will be leaving a message)

When calling in an absence, please be prepared to give the following information:

1. Student's name – please spell the last name
2. Your name – relationship to the student
3. Phone number where you can be reached
4. Date and time of the absence
5. Reason for absence

The attendance office is open from 7:00 am to 2:30 pm. The attendance office voicemail accepts your phone calls 24 hours a day.

**Please note – VERY IMPORTANT:**

**Students are not permitted to leave campus without prior parental permission.** If your student must leave campus during school hours, call the attendance office **in advance** to give permission for your student to be excused.

Students are sent an **email pass** from the attendance office. It is their responsibility to check their email for this pass before signing out at the attendance office.

If students do not feel well during the school day, they should report to the attendance office to contact their parents to pick them up or to give them permission to leave. We do not distribute medication to students unless the proper authorization form has been completed.

Students must check out of the attendance office when leaving campus. If a student leaves without checking out with the attendance office, their absence will be unexcused.

Bloomfield Hills High School is a closed campus which means students may not be excused from the building during lunch for the purpose of eating lunch elsewhere. (This also means students are prohibited from ordering food to be delivered to the building at any time during the day.)

If a student is going to miss three (3) or more days of school (other than illness), they must pick up a Pre-arranged Absence Form from the attendance office. It needs to be filled out by all the student's teachers, signed by a parent/guardian, and then returned to the attendance office.

Final exam week attendance requirements: Unless prior arrangements have been made with the teacher, students are expected to be in the exam classes on time, including gym class.

An Emergency Form is provided for all students. Please be sure to include anyone that has the authority to excuse your child.