

**BLOOMFIELD HILLS MIDDLE SCHOOL (BHMS)  
ATTENDANCE GUIDELINES**

The BHMS attendance regulations require that parents notify the attendance office by phone whenever their son or daughter is absent. Parents must call the attendance office before 9:00am the day of the absence. Email notifications cannot be accepted. Calls received after 24 hours will not be excused.

**ATTENDANCE OFFICE PHONE NUMBER  
248-341-6010  
(You will be leaving a message)**

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

1. Student's first AND last name—please spell the last name
2. Your name and relationship to the student
3. Phone number where you can be reached at that time
4. Date and time of the absence
5. Reason for the absence (This is a state requirement!)

The Attendance Office voicemail accepts your phone calls 24 hours a day. That voicemail is checked approximately every 15 minutes.

For doctor or other medical appointments we ask students to bring in a note from the doctor/dental office to the Attendance Office for verification. Please remember to sign your student out at the Attendance Office. Students sign themselves back in when they return.

Please note-VERY IMPORTANT:

Emails cannot be accepted regarding attendance issues and/or bus passes. Early dismissals, late arrivals, absences, bus passes and vacations **MUST** be reported to the Attendance Office @ 341-6010. Please report your child's absence prior to 9:00am on the day of the absence. Please do not phone the main office line for attendance calls. Please do not notify the teachers without calling the information in on the attendance line.

**Students should not use their cell phones to call or text parents when they are not feeling well.** When a parent comes to the Attendance Office to pick them up, our staff has no knowledge of their illness and it may be difficult to reach the student in a timely manner. If students do not feel well during the school day, they should report to the Attendance Office/Clinic to contact their parents to pick them up. Students are not permitted to use their cell phones at any time during the school day without teacher/office approval.

Students must be checked out of the Attendance Office when leaving school. Parents must come into the building and sign the student out on the sign out sheet. Upon return to school, students sign themselves back in.

**If a student is going to miss three (3) or more days of school** (other than illness), they need to 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 and then returned to the Attendance Office.

If the parent or guardian will be going out of town, please notify the Attendance Office in writing who will be in charge of your student including the dates that you will be gone.

**Unexcused absences or tardiness:** Absences for the following reasons shall be considered unexcused: oversleeping, class cuts, truancy, leaving school without permission, missing the bus, no specific reasons for the absence. If a student is more than five minutes tardy for class it is recorded as an unexcused absence.

**Emergency Information:** An Emergency Form is provided for all students. This form needs to be filled out by the parent/guardian and turned in at the beginning of the school year. **Please be sure to include anyone that has the authority to pick up your child or your student will not be released to them.** Please remember to update your emergency form with any new phone numbers or emergency contacts. Students cannot be released to anyone who is NOT listed on the emergency form.