

BMS ATTENDANCE

Attendance Phone Line: [763.261.6333](tel:763.261.6333)
[MIDDLE SCHOOL ATTENDANCE OFFICE EMAIL](#)

REGULAR ATTENDANCE IS AN IMPORTANT PART OF THE EDUCATIONAL PROCESS. IT IS THE RESPONSIBILITY OF THE PARENT AND SCHOOL TO PROMOTE REGULAR ATTENDANCE.

FAQ		
When should I call?	When possible, report all absences to the Attendance Office before 8:10am the day of. Advance notice is always appreciated.	Students are welcome to follow up with their teachers, but absences should always be reported to the Attendance Office first.
What should I say?	An excused reason needs to be provided when calling your student out of school. If a reason is not provided, the absence will be considered unexcused.	

Vacations (3 days or more): contact the Attendance Office as soon as possible. Advanced notice allows students time to work with their teachers on work missed prior to an extended absence. Vacations without prior approval could result in an unexcused absence.

Discrepancies: Please report any discrepancies within 48 hours for correction. You should receive an automated email each day if attendance is entered into Skyward for your student. If you are not receiving these emails please contact the Attendance Office. You can also review your students' attendance through the [Skyward Family Access](#) portal.

- If you receive notice of an unexcused absence that you believe to be incorrect, please contact the [Middle School Attendance Office](#) right away.

Notifications: Attendance entered into Skyward will automatically be emailed to the parent/guardian at the end of the school day. If you are not receiving these emails, please contact the BMS Attendance Office.

To better understand some of the codes you might see, please see the chart below:

Excused Reasons	Skyward Code to watch for
Excused illness	E - IL
Excused medical (appointments)	E - MD
Excused family reasons (death, funeral, religious, court appearance, emergency)	E - FE
Excused vacation	E - VE
Arriving late to class with an approved reason	T - TE
Exempt - school sponsored events	O - AX (not counted against them for attendance purposes, but allows us a way to track these occurrences)
Any absence not reported to the Attendance Office or arriving more than 10 minutes late to class.	U - AU
Arriving less than 10 minutes late to class without an approved reason	T - TU