



Attendance Matters

*All Day,
Every Day!*

Bobby Duke Middle School
85-358 Bagdad Ave
Coachella, CA
Tel: 760-398-0139
Fax: 760-398-5399

Attendance and Tardy Policy & Information

Dear Bobby Duke Families,

It is standard practice in our District, as well as a state requirement, to either call or send a written note when your child is absent, specifying the exact reason for their absence. If your child was absent for more than three (3) days due to illness, we require a doctor's note. If your child missed school due to a dental or medical appointment, please obtain a note from the doctor or dentist's office and bring it to the school office as soon as possible. Alternatively, the doctor or dentist can fax a note to (760) 398-5599.

To report an absence, please contact Suzie Goad, our attendance clerk, at 760-398-0139. If there is no answer, please press "0" to speak with a live person. Kindly provide your student's full name and the reason for their absence.

If you prefer to send an absence note to school, please ensure it includes the student's full name, date(s) of absence(s), and the reason for each absence. If the absence dates are not consecutive, please note that a separate letter for each absence will be required.

Students who arrive after 9:30 a.m. are considered absent and must provide a parent note or have an adult sign them in.

Thank you for your cooperation in helping us maintain accurate attendance records for our students.