Bowie Middle School Attendance Procedures

Lillie Sauceda – Attendance Clerk
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AttendanceJBMS@fortbendisd.gov
JMBS Website – Attendance

Absences Notes

JBMS attendance office continues to transition to paperless this 2026-2027 school year and moving forward. Please submit all absence notes electronically via email to the Attendance Office within 5 days of an absence regardless of reason. *Students who bring a paper note to school will be asked to submit it electronically.* Notes must include: student's name, grade, reason for absence, parent's name and contact number. If an excuse is not received within 5 days the absence will be coded as Unexcused.

- Submit notes electronically to the Attendance Office.
- All absences are considered "Unexcused" until the attendance office receives an explanation for the absence that meets district guidelines as an "Excused" absence. See FBISD Student Parent Handbook Attendance Policy.
- Please allow up to 2 business days for updated attendance to reflect in Skyward.
- It is not necessary to call the school to report when your student is absent. You can email the teachers directly to inquire about missed assignments.



Medical/Doctor's Notes

Students absent for more than 3 consecutive days because of a personal illness must bring a note from a doctor or health clinic clearing them to return to school.

Students signing out from the clinic will be marked Excused for any periods missed that day. If the student is absent additional days, an absence note must be provided.

"Excused" Absences

- A medical or dental appointment
- Personal illness
- Death in the immediate family
- Observing religious holy days
- Court proceedings, Juvenile Court/Probation meetings in which a student is required to attend
- Immigration or Social Security Office appointments
- Student performing "Taps" at a military honor funeral
- Visiting a parent/guardian on military leave

"Unexcused" Absences

- Vacations
- Trips
- Family visits
- Personal absences that are unspecified

Please Note: Family emergencies are considered Unexcused unless specific information is provided and approved by the grade level Assistant Principal on a case-by-case basis



90% Rule

Students must be present no less than 90% of instructional days to retain course credit for the school year. Please plan your absences carefully, especially if your student has a high school credit class.

Late Arrivals

- Students arriving after 8:50 will be marked **Tardy** and must sign in at the front office. *Parents are not required to sign in Tardy.* Students arriving late due to a medical appointment should submit a doctor's note.
- Students arriving **during the first 20 minutes of class** will be marked **Tardy**.
- Students arriving **after the first 20 minutes of class during Advisory/8th period** (which occurs between 2nd and 3rd period) will be marked **Late**.
- Students arriving **after the first 20 minutes of class for all other classes** will be marked **Absent**.
- Excessive Tardies and absences will be subject to disciplinary action.

Early Dismissal

*No students will be released after **3:40 pm***.

A parent/guardian or authorized person with a valid form of identification must sign out their student at the Front Office. Students will not be released from class until the sign out process has been completed.

- A driver's license or photo ID is **REQUIRED** to sign out your student.
- Students will only be released to a person listed on their Emergency Contacts. See Skyward Family Access to review student Emergency Contacts.

This procedure is necessary for the safety of all our students at Bowie Middle School.

Perfect Attendance

Attendance is taken during every class period in middle school and high school. A student must be in attendance every day/each period to qualify for Perfect Attendance.

Absences not counted against a student *with required documentation* for Perfect Attendance are:

- A medical/dental appointment **when a doctor's note is provided, and the student is in attendance a portion of the day.**
- The observation of a religious holiday or holy day per the FBISD Interfaith Calendar with a note from parent or religious institution.
- Court proceedings, Juvenile Court/Probation meetings in which a student is required to attend with a note from the court.
- Appearing at a government office to complete paperwork required in connection with a student's application for US Citizenship. Travel days shall be limited to 1 day travel to and 1 day travel from the site of the government office.
- Appearing at a United States naturalization oath ceremony in connection with a student's US citizenship. Travel days shall be limited to 1 day travel to and 1 day travel from the site of the ceremony.

Attendance Discrepancies/Concerns

Any time your student is marked absent by their teacher, Skyward will generate and automated notification. If you receive notification that your student was marked absent during the day that you believe to be an error, please ***contact the teacher(s) directly*** as they take their own attendance. They must complete the correction is needed.

Truancy

- 3 unexcused absences, full or partial day, in a 4-week period, a Truancy Warning Letter will be issued.
- 5 or more unexcused absences in a semester, an online Truancy Diversion Program will be assigned. Additional unexcused absences may warrant further action from FBISD Student Affairs Truancy Department.

Please contact the Attendance Office at 281-327-6227 if you have any questions.