

BCS ATTENDANCE POLICY AND PROCEDURES

Attention Parents and Guardians: For your personal reference please review **the BCS attendance policies and procedures** listed below.

- **ALL** students who will be absent or tardy **must be reported by a parent or guardian to the attendance office by 8:45 a.m. each day.** Email is preferred to bcattendance@birmingham.k12.mi.us.
- Absences or tardies not reported to the BCS attendance office will be recorded as unexcused (**please note that sending a note to your child's teacher does not excuse your child. Always contact the attendance office in the event of a student absence**).
- In the event of an absence please send a detailed email to bcattendance@birmingham.k12.mi.us with the following information:
 1. Student name and homeroom/academic lab teacher
 2. Will the student be absent or tardy?
 3. How long will the student be absent?
 4. Reason for absence or tardiness:
 - Appointment (**a doctor's note is necessary for your child to be considered Excused Exempt** if at ortho, dentist, pediatrician, etc.)
 - Illness (**please state the nature of illness, eg: flu, stomach virus, pink eye, strep, etc.**)
 - Shadowing at a High School
 - Bereavement
 - Religious Holiday
 - Vacation
- If Email is unavailable, please call 248-203-4444, press 2, follow the phone prompts, **and** provide the information above. **The phone system does not accept text messages.**
- Extended Absence Requests: Students who have planned absences of more than 2 days need to submit an Extended Absence Request Form to the BCS Office to be signed by the BCS principal. Please go to the BPS website to download the form: www.birmingham.k12.mi.us , FAMILIES tab, then FORMS AND FAMILIES RESOURCES tab.

Thank you for following these procedures. It will help to ensure that your child's absence or tardy will be recorded properly. To review the district's entire attendance policy and to read an explanation of what qualifies as an *Excused Exempt* absence, please go the BPS website at www.birmingham.k12.mi.us .

Best Regards,

Jason Hill
Assistant Principal, BCS

Kathy Barnas
Attendance Secretary