

BMES Attendance

Black's Mill Elementary is very interested in making sure that our children attend school each day. We need your help to accomplish this task. Please make sure to send your child to school each day. If your child is sick and needs to stay home, please send a note with your child to explain his or her absence when your child returns back to school. These notes will help us to better account for absences from school. Thank you for helping us keep track of our attendance.

Please put the following information on the absentee note:

- Date
- Child's Name
- Teacher's Name
- Reason for Absence
- Contact & Phone number in case we have questions

The school day ends at 2:45pm. If there are any changes in your child's usual departure, arrangements must be made in writing to the teacher. The note must be signed and dated. If in an emergency you must change your child's departure arrangement, please call the school before 12:00pm. No student checkout is permitted from the front office between 2:30-3:00pm for safety reasons due to bus loading and dismissal.

Please put the following information on a transportation change note:

- ❖ Date
- ❖ Child's Name
- ❖ Teacher's Name
- ❖ Changes regarding departure arrangements
- ❖ Contact & Phone Number in case we have questions