

Attendance at BJM

- Students are expected to be in their classes before 8:30am.
- Students arriving late:
 - o 8:30am - 8:45am: go straight to your period 1 class and let your teacher know that you've arrived.
 - o After 8:45am: check in at the Main Office Attendance Desk, then go straight to your period 1 class and let your teacher know that you've arrived.
- Once all the period 1 attendances have been entered by teachers, the Attendance Desk will notify parents of unapproved absences via Edsby and SchoolBundle.
- Once all the attendances for the day have been entered by teachers, the Attendance Desk will notify parents of all unapproved absences via Edsby and SchoolBundle.

How do I report that my child will be late?

The preferred method to report any planned absences is [Edsby](#).

If the student is going to be 15 minutes late, then please report the 15-minute absence which starts at 8:30 am and ends at 8:45 am:

Select:

1. Plan an Absence
2. Select the date in the From field and enter the time of the start of the absence (ie 8:30 AM)
3. Select the date in the Until field and enter the time of the end of the absence (ie 8:45 AM)

You can view short instructional video on absences here:

<https://www.youtube.com/watch?v=8rhMIqF2EZE&t=24s>

[Student Attendance in GSCS High Schools](#)