

Millennium Middle School  
Kelly Mathis - Attendance Secretary  
mathisk@slcs.us  
248-573-8200 ext 2302  
24 HR Attendance Line 248-573-8195

## MMS Attendance - FAQ's

### **How do I report my child's absence?**

Call the 24 hour attendance line at 248-573-8195 to report your student's absence.

### **My child will be arriving to school late, how do I sign them in?**

Call the 24 hour attendance line at 248-573-8195 to report your student's late arrival.

All students arriving late will enter MMS via Door #2 located in the parent pick up/drop off lane along 9 Mile Rd. Students will check in to the attendance office and they will be issued a pass to class.

### **My student will be absent due to an appointment (medical, dental, Orthodontic, Therapy ect...)**

Call the attendance line at 248-573-8195 and report your students' absence.

By providing a note from your service provider confirming your student's appointment, all absences related to the appointment will be changed from Excused to Medically Excused.

Students can drop off in the attendance office or notes can be emailed directly to Kelly Mathis, [mathisk@slcs.us](mailto:mathisk@slcs.us)

### **I need to pick my child up for early dismissal?**

Call the 24 hour attendance line at 248-573-8195 to report your student's early pick up **OR** sign your student out in advance by using the Electronic Student Sign In/Sign Out link posted on the front page of the MMS website, office staff will be notified electronically.

Please keep in mind that calling your student out of certain classes/special events/lunch may delay the pick up process, so we do encourage advance notification when possible.

Picture ID is required and pick up person must be listed on the student's emergency card

All students must check out in the Attendance Office before leaving the building.

All students arriving late will enter MMS via Door #2 located in the parent pick up/drop off lane along 9 Mile Rd.

Inform your student of early pick up and your arrival time in advance so they are prepared for your arrival.

### **We are going on vacation. How do we report this?**

Call the 24 hour attendance line at 248-573-8195 to report your student's absence.

If your student will miss 3 or more consecutive days a Vacation Request Form is required.

Vacation request forms are located in each Office as well as on the MMS website under Forms.

### **I received a Morning Robo Call stating that my child was absent ?**

Attendance Robo calls are automatically generated when a student has an unexcused absence marked against them. Please call the 24 hour attendance line at 248-573-8195 to report your students' absence and it will be updated as needed.

### **I received an Attendance letter stating my student has too many absences. What should I do ?**

Attendance concern letters are automatically generated when a student's absence total reaches a specific threshold.

If you have any questions or concerns please call the Kelly Mathis, Attendance Office 248-573-8200 ext 2302