



Tequesta Trace Middle School

Attendance Instructions

Parents can report an absence online or by phone

To report an absence online from our website:

- Click on the “Contacts” tab located on the top right side of our site
- Choose “Report an Absence” from the dropdown menu
- Follow prompts

Parents will receive a confirmation email that includes the information submitted on the form.

Our attendance clerk reviews reported absences each school day. Please allow time for our staff to review and correct attendance. Parents can check attendance updates in the BCPS mobile app after completing a short registration.

To report an absence by phone:

- Dial 754-323-4402
- Provide the following information:
 - First and Last name of student
 - Grade level
 - Student ID number (06...)
 - Date of absence
 - Reason for absence
 - Name and phone number of person reporting absence