



Rowe Middle School

Attendance Office

Office Phone: 346-227-6220

Fax: 346-227-6232

Attendance Clerks

[Sulie Canales](#) – Lead Attendance

[Sabina Vasquez](#) – Attendance Aide

Written Notes & Excused Absences

A signed note from a parent/guardian or doctor must be received from the student within 3 days to excuse an absence. A parent email with an attached note is acceptable but the note **MUST have a signature**.

Early Release

The note must include:

- Student's First and Last name
- Time student will be picked up
- Name of person picking up the student
- Parent signature/phone number

The cut off time for student pick up is 2:30 P.M.

Emergency contacts are **NOT ALLOWED** to pick up your child in a non-emergency situation without the written permission from the parent or guardian.

Late Arrival

Students arriving late need to sign in at the front office/Attendance and receive a pass to class. Please send a signed Parent/Guardian note to excuse the absence.

Tardies

If a student arrives to class after the bell, they will be marked **TARDY**. If a student is more than 10 minutes late to class, the student is marked **ABSENT**.