

Fowler Middle School Attendance Procedures

Absences: When your student is absent from school it is very important that you call or send a note to the attendance office. We have a **24-hour attendance line "503-431-5021"** for you to leave a message informing us of their absence. It is essential for parents to notify the attendance office regarding student absences.

Late Arrival: If your student is going to be late please call attendance or send a note. This note will excuse your student and they will need to check in at the attendance office to sign in and get a pass to class.

Leaving Early: If your student needs to leave school early, please send a note with them indicating the time and reason for early release, and have your student bring it to the attendance office upon arrival to school. If you are unable to send a note with your student then please call attendance. When picking your student up early please come into the school and sign out at the attendance office. This is a safety measure that protects your child.

Pre-arranged Absences: All pre-arranged absences must go through the attendance office. If you know your student will be absent, you may either call attendance or send a note, and we will give your student a pre-arranged absence/homework form to give to his/her teachers to sign.

Homework Request: On the morning of the 3rd day of absence, parents may call attendance at 503-431-5021 by **10:30 am** to request homework. Requests received after 10:30 do not give the teachers enough time to gather the materials. Homework should be picked up in the counseling office after 4:00 pm. For absences of 1 or 2 days, it is the student's responsibility to check with their teachers regarding missed assignments.

**Please remember to call FMS Attendance
503-431-5021
Thank you!**