

## EARLY DISMISSAL/LATE ARRIVAL PROCEDURES

### Early Dismissal

If you know that your student will be leaving school early for any reason, please send a note to school with your child and have them bring it to the Attendance Office BEFORE they report to first period. Your student will be given a pass to leave class and report to the Attendance Office where he/she will meet you and sign out. The note should include the time at which your student will be leaving, a phone number for reference, and who will sign them out of school.

For unexpected early dismissals during the school day, please call as soon as possible so that we can have your child released as requested.

If someone other than the parent or guardian of record will be picking your student up from school, we will require written authorization or telephone confirmation giving permission for your child to be released to that person. The person picking your student up from school must present a photo ID in order to do so.

**Parents/guardians MUST check in with the Receptionist before reporting to the Attendance Office to sign out their students. A photo ID will be required for identification purposes.**

### Late Arrival

If your student is late for school for any reason, they must sign in at the Attendance Office to receive an admittance pass to class. Upon arrival, they should present either a parent note or physician's appointment note to excuse the late arrival. If the student has either of these, they may sign themselves into school, otherwise, they must be accompanied by the parent or guardian to sign in.