

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 the Attendance Office with your student. We will send a pass to the student in their classroom before you plan to pick him/her up and we try our best to have the student in the office by the time you arrive. However, please note there are exceptions to this rule especially if students are testing. Please allow yourself ample time to pick up your child prior to your scheduled appointment and be prepared for delays. **Note: Due to the safety of our students, the last time for early release is 3:30 pm.**

You **MUST** come to the Attendance Office to sign your student out. A **photo ID** will be **required** prior to your student being released to you.

Late Arrival:

If your student is late for school, a parent/guardian **MUST** accompany the student into the building and sign the child into school at the attendance office. A written note will be requested at the time of sign in.