

## **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 student and have them bring it to the Attendance Office BEFORE they go to their first period class. We will give your student a pass to leave class 5 minutes before you plan to pick him/her up and they will be waiting in the Attendance Office when you arrive.

If you have an unexpected early dismissal during the day, please call us as soon as possible and we will have your child released from class 5 minutes before you plan to arrive.

We ask the student to leave class 5 minutes before you plan to pick them up in order to give them time to go to their lockers etc. and arrive in the Attendance Office by the time you specify.

If someone other than parent/guardian will be picking your student up, we will require written authorization or telephone confirmation giving us permission to release your student.

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

### **LATE ARRIVAL**

If your student is late for school he/she MUST have a written note from you in order to be admitted to class. Students arriving late, should bring the note to the Attendance Office for a pass prior to proceeding anywhere else on campus.

If the late arrival is due to a medical appointment the student should bring a doctor's note to the Attendance Office in lieu of a parent note.

Students may sign themselves into school through the Attendance Office at any time provided they have written documentation for the late arrival.