
Early Dismissal Procedures

The Attendance Office asks that you please follow the procedure below for early dismissals

(a student needing to be signed out by a parent/guardian during the school day)

- **Before school begins, the student should bring a signed note from their parent/guardian to the Attendance Office indicating the time of departure, whether or not the student will be returning to school, and the reason for the early dismissal.**
- **The Attendance Secretary will give the student an early dismissal pass. The student will show this pass to the teacher at the beginning of class in order to leave at the appropriate time.**
- **The parent/guardian must come to the Attendance Office and *show their picture ID* in order to sign the student out. Students will only be released to those listed in the emergency contacts in PowerSchool.**
- **If a pre-arranged early dismissal note was not brought from home, the parent/guardian may phone the attendance office to alert the Attendance Secretary that the student will be picked up and at what time. However, the parent/guardian must report to the Attendance Office to fill out an early dismissal form and *show their ID* in order to sign the student out.**
- **It is the student's responsibility to get all assignments from classes that are missed and to complete the assignments as directed by the teacher for the next day.**
- **If the Attendance Office is not notified before you arrive to pick up your student, you may experience a delay in the process.**

Please Dial the Attendance Office direct at 720-886-6111
