

PROCEDURE FOR ONE DAY EARLY DISMISSAL

If a student requires an early dismissal on a given day, she/he must follow the procedure below.

- A. A written request is to be submitted to the Attendance Office prior to 8:30 AM.
 - 1. Letters must include:
 - a. Reason for early dismissal
 - b. Parent's phone number – home or business
 - c. Parent's signature
 - 2. Student reports to Homeroom.
- B. An early dismissal list will be circulated.
- C. If, after the list has been circulated, a student has been granted early dismissal, he is to be excused five minutes earlier than the time indicated on the list in order that he report to the Attendance Office.
- D. If a student's name is not on the list, and he has requested early dismissal, he may report to the Attendance Office between periods.

NOTE: Legally, an 18-year-old may sign his/her own letter. However, the procedure above must be followed, and, in the opinion of the Attendance Officer, the reason must be legitimate. See "Student Attendance" policy to determine waived/excused dismissal.