

EARLY DISMISSAL NEEDED FOR STUDENT

This form will allow you to inform our Attendance office you have to pick up your child prior to the end of the school day. We recommend you complete this form as soon as you realize this need and know the time you will pick him or her up. Please be reminded that:

- A Parent or Guardian, who is listed on your child’s emergency card, must come in to sign your child out. (This note should help make the process more efficient).
- Students who drive to school need parent permission to leave school during the day and may not return during the school day once they have left. If a student with driving permission has to leave school and return, he or she must be picked up by a parent or guardian.
- If your child is leaving and returning (for instance, for a doctor visit), he or she does not need to sign back in. Your child should go directly to class upon returning to school.

1. Child’s (legal) First Name: _____

2. Child’s Last Name: _____

3. Child’s Grade: _____

4. Date of Early Dismissal: _____

5. Time of Early Dismissal: _____

6. Reason:

___ Doctor/Dental Visit – please bring note upon return

___ Road Test – Please bring appointment slip

___ Other:

Parent Name (Print)

Parent Signature

Parent Contact (email or phone)