



Students who need to leave school before the end of the school day (i.e. medical appointments) are required to turn in the completed Early Dismissal/Sign Out Permission Form. This completed form must be turned in to the Admin office at least 24 hours before the student’s scheduled appointment.

In all cases, the student will not be released to anyone other than the parent/guardian unless previously approved in writing. The parent/guardian may pick up the student by signing him/her out in the office.

The purpose of this policy is to eliminate class disruptions so instructional time is not lost. Please, no phone calls will be accepted to sign students out early,

EARLY SIGN OUT PERMISSION FORM
(RETURN TO ADMIN OFFICE AT LEAST 24 HOURS OF SCHEDULED ABSENCE)

Name of Student: _____ Date: _____

Student Sign Out Time: _____

Reason for Early Sign Out (documentation of a medical appointment from the medical provider will result in any class absence being classified as an excused absence. “Needed at Home” or “Personal” are not excusable reasons. **Students will not be allowed to return to campus unless they can provide documentation from their appointment in writing.**

Phone #s (cell/home/work) to Confirm Above:

Print Parent/Guardian Name: _____

Signature of Parent/Guardian: _____

