

EARLY DISMISSAL PROTOCOL

Did you know that you don't have to sign your student out in the Attendance office?

In an effort to keep classroom interruptions to a minimum, please send your child to school with an early dismissal note rather than signing him/her out in Attendance. The note should contain the date, student's name, time of the dismissal, parent or guardian's signature, as well as a phone number. The attendance secretary will give your child a hall pass stating the designated time he/she will leave their classroom and meet you in front of the main office.

THANK YOU IN ADVANCE FOR HELPING US KEEP INSTRUCTION TIME INTERRUPTION FREE. *-The Administration Team*