

# Procedures for Early Dismissal

Please complete the below form for Early Dismissal. The student is to bring this signed form to the office BEFORE school on the day of early dismissal. The student will be given a pass at that time. The parent listed on form may be contacted for verification. The student is required to sign out in the main office when leaving and to sign in upon return (if applicable). This procedure limits classroom interruptions.

If parent forgets to send form, please call the school before 9:45 a.m. so we can provide an early dismissal note to your child during home room.

ATTN PARENTS: if your child brings this form for a medical appointment and then brings the medical note the following school day or the following day your child is at school, the 3 note limit per semester will be waived. This is to assist students that have recurring medical appointments.

# T.L. Hanna High School EARLY DISMISSAL REQUEST



Date: \_\_\_\_\_

Student's Full Name: \_\_\_\_\_

Early Dismissal Time: \_\_\_\_\_

Reason for Dismissal: \_\_\_\_\_

Print Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Parent's Phone #: \_\_\_\_\_

*Student: Bring this note to the office in the morning before school on the day you need to leave early.*

\_\_\_\_\_

Verified by: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_