



## Early Dismissal Form

Please complete this form to request an early dismissal for your student with the least amount of disruption to classroom learning. Your student should bring this form to the Main Office in the morning *before school starts*. We will then issue an early dismissal pass that your student will show to his or her teacher for release from class.

You will still need to meet and sign your student out in the Main Office.

Thank you!

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I am requesting an early release for my student today.

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

Reason for early dismissal: \_\_\_\_\_

Parent/Guardian name (printed): \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

(You may use this form to make your own copy, or you or your student may pick one up from the Main Office.)