**SAHS EARLY DISMISSAL FORM**

This form must be turned into the Attendance Office **BEFORE** school starts. The student will be given a dismissal pass with the time they are allowed to leave class.

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 (student name – please print) (grade) (student DOB)

Will need to be released early from school on at because of

 (date) (time)

 And

 (please explain)

will be checked out by .

 (please print)

I understand my child may be checked out only by the adult or sibling listed. I am also aware the procedure is to go to the Front Office to sign the student out and a photo ID is required. (students may not check out fellow students) I also understand no students will be dismissed after 3:00pm on Monday, Tuesday, Thursday, and Friday, and no students will be dismissed after 2:00pm on early release Wednesday.

(parent/guardian name – please print)

(parent/guardian signature)

(parent contact info.- phone number)

**OR Student Driver:**

Student will be driving himself/herself to said destination. I understand the policy requires someone from the Attendance Office to call me and reconfirm that my child has permission to leave the school campus.

(parent/guardian name – please print)

(parent/guardian signature)

(parent contact info. – phone number)

OFFICE USE ONLY

**Reconfired by:** **Excused or Unexcused (Circle One)**