

## **Dismissal Procedure**

If you know that your child will be leaving school early for any reason, please call the school and leave a message and/or send a note to school with your child and have them give it to their homeroom teacher. The note should include the time at which your student will be leaving, a phone number for reference, and who will sign them out of school. When you arrive at the school, the front desk and/or main office will notify your child's teacher and your child will be brought to the front desk/office to meet you. **Parent, guardian or authorized adult is required to sign out each student in the Arrival/Dismissal Log.**

For unexpected early dismissals during the school day, please call as soon as possible so that we can have your child released as requested.

A parent/guardian or authorized adult must come to the Front Desk / Main Office and sign the student out. **Proper identification will be required in order to release a student.**

Proper Identification is required for anyone to pick up a student at any time and must be at least 18 years of age.

We will also call to verify an early dismissal a student's parent/guardian or Group Home if there are any questions pertaining to the early release.