



CHS EARLY DISMISSAL FORM

This form must be turned in to the Front Office BEFORE school starts.

_____, _____, _____
(print student name AND student number) (grade) (student birthday)

will need to be released early from school on _____ at _____ and
(date) (time)

will be checked out by _____.
(please print)

Check one:

Illness (self, immediate family)

Court appearance

Doctor/Dentist appointment

Religious holiday

Academic event

Death of family member

I understand my child may only be checked out by the adult or sibling listed. I am also aware the procedure is to go to the Attendance Office to sign the student out and a photo ID is required. **Students may not check out fellow students.**

(parent/guardian name – please print)

(parent/guardian signature)

(parent contact info.-phone number)

OR Student Driver:

Student will be driving him/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)

Important: It counts as a day when a student misses 3 or more periods. After fifteen (15) days of absence, whether excused or unexcused, a student will be required to turn in a doctor's note for every subsequent absence, tardy and early dismissal to be considered excused.