

Dear Parent/Guardian,

Re: Early Release Requests

We need your help and understanding to enhance our learning environment and ensure the safety of every student. When students remain in school for the entire day, academic achievement and social skills are improved. Effective immediately, we have made the following revisions to our early dismissal system to more effectively honor our commitment to you to provide a secure school climate.

Should a situation occur that requires you to pick up your child early, please follow the following guidelines:

- Please send a note in advance with your child or contact your child's teacher within 24 hours of the appointment so we can have your child ready.
- Please submit documentation the next day confirming the appointment to have the absence excused.
- Unless it is an emergency, we will not honor early dismissals after 1:30 PM from the office.
- Students leaving early will be marked as early out.

Thank you for understanding that this improves our dismissal policy, keeps scholars safe, and ensures a quality education is provided for the entire school day.



