

Procedure for Early Dismissal with Early Release Form

This Early Dismissal Release Form is intended for students with driver's license and AHS parking permits to be able to leave campus without a parent personally coming to the school to sign the student out. The procedure for Early Dismissals is as follows:

1. If a student has a pre-arranged appointment, the parent who signed the Early Dismissal Release Form is to write a note with time for dismissal and signature. The student is to bring the note to the Attendance Office **BEFORE** school.
2. If an emergency arrives, or unexpected appointment, the parent who signed the Early Dismissal Release Form can call the Attendance Office and request the student be released at a specified time.
3. If the student gets sick at school and needs to go home, they **MUST** go to the clinic and call a parent listed on Early Dismissal Release Form. Clinic personnel will transfer the call to the Attendance Office, and the student will be allowed to sign themselves out and leave campus.