

# Early Dismissal Procedure



## Early dismissal ends at 2:45 P.M. at AGMS

If a student must leave school before 2:45 P.M. for an appointment or other valid reason, please follow the outlined procedure:

### 1. PARENT/GUARDIAN WRITES A NOTE FOR THE STUDENT'S DISMISSAL BEFORE SCHOOL

Please include the student's full name, time to leave the classroom, a daytime phone number for verification, and the reason for leaving so it may be correctly coded.



**Reminder:** Leaving before 12:00 P.M. will incur a full day's absence.

**IMPORTANT!** If someone other than the parent or guardian listed on your contact list will pick up your student, please also include that information. WE CANNOT RELEASE YOUR STUDENT TO ANOTHER PERSON WITHOUT YOUR WRITTEN PERMISSION.

### 2. STUDENT TURNS IN NOTE IN EXCHANGE FOR A PINK SLIP

Student brings the note to the attendance office or front office IN THE MORNING and receives a pink slip to leave class at the stated time.



**The pink slip will serve as their PASS out of class to wait for you in the front office.**

### 3. STUDENT PRESENTS PINK SLIP TO TEACHER AT PICK-UP TIME

Student shows the pink slip to the teacher during the class they are in at the indicated pick-up time provided by their parent/guardian.



**It is the student's responsibility to watch the clock and get the teacher's attention for permission to leave the classroom at the designated time.**

**When planning your dismissal time, PLEASE keep in mind that it takes a student 5-10 minutes to get from their classroom to the front office - especially for dismissals during lunch or FIT.**

*We are doing this to eliminate disrupting classroom instruction and to make it easier for you. We realize that appointments come up during the day, and we can call your student out in these rare cases but ONLY within 5 minutes of class changes.*

**Upon returning from an appointment, parents/guardians DO NOT need to sign-in for their student.**

Simply drop your student at the Front Office, then direct them to submit their doctor's note to the Attendance Office and sign-in themselves.