

Early Dismissal Procedure:

If your student is leaving school before the scheduled release time, please write a note and have the student bring it to Student Services if he/she is in grade 9-11 and ALC office for grade 12. The student should bring the note to one of the offices before the bell rings in the morning. In the note, include the following 5 items:

1. Name of student
2. Grade of student
3. Time he/she needs to leave the classroom
4. Reason he/she is leaving.
5. The note must be signed by a parent or a guardian.

**If you have an appointment that is scheduled last minute for your student, please contact us as soon as possible by phone. Contact Student Services for grades 9-11 at 544-5000 ext. 5200 and ALC Office for grade 12 at 544-5300.

All students must turn in a verification note from their appointment for attendance.