



SMHS EARLY DISMISSAL/LATE CHECK IN FORM

This form must be turned in to the Attendance Office before 1st period starts for checkouts.

_____, _____ will need to be
(Student name – please print) (Grade)

released early from school / is late to school on _____ at _____ because of
(Circle one) (Date) (Time)

(Circle one)

- Illness
- Appointment: Doctor/ Dentist / Personal (Dr. Note requested upon return)
- Other: _____
(Please explain*)

will be checked out by _____. I understand my child may
(Please print)

be checked out only 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.

Parent/guardian name – *please print*: _____

Parent/guardian signature: _____

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 phone number)

*Please note that family emergencies are not excused release reasons. To have a family emergency excused it must be one of the following: serious illness, death of an immediate family member, funeral. After 10 check ins and check outs per semester, a doctor's note will be required.

OFFICE USE ONLY:

EXCUSED / UNEXCUSED