

SENIOR LATE ARRIVAL/EARLY DISMISSAL FORM

Step 1: To be signed by **Parent**.

I hereby give permission for _____ to

arrive at school _____ on _____
Block Day (1, 2, 3, 4)

1. As his/her parent, I will assume responsibility for his transportation and safety to school.
2. Students with late arrival **must report directly to the Guidance Office to sign-in in order to be counted present for the day**. Any student who is tardy to second block may lose this privilege.
3. If a student arrives early, he/she is to report directly to study hall and remain there until the beginning of the second class session.
4. ***Habitual tardiness will result in a loss of this privilege.***

Early dismissal _____ on _____
Block Day (1, 2, 3, 4)

1. As his/her parent, I will assume responsibility for his transportation and safety from school.
2. He/she must report to the Guidance Office to sign out and must leave the building directly after his/her last block of the day.

This privilege can be rescinded at any time at the discretion of the school administration.

PARENT SIGNATURE

STEP 2: With the above signed, a study hall teacher removes student's name from study hall list on day indicated above only.

Study Hall Teacher's Signature

STEP 3: To be signed by a **Building Administrator** _____

STEP 4: When form is completed, it must be returned to the Guidance Office.