

# SENIOR LATE SIGN IN/EARLY DISMISSAL FORM

**STEP 1:** To be signed by parent

**FOR LATE SIGN IN:** I hereby give permission for \_\_\_\_\_  
to arrive at school:

**Block** (circle one): A B C D on **Day** (circle one): 1 2 3 4

1. Parents/Guardians will assume responsibility for his/her transportation and safety to school.
2. Students with late arrival **must report directly to the Main Office** to sign in to be counted present for the day. Students late to sign in for second block will be marked tardy for that block. **HABITUAL TARDINESS WILL RESULT IN A LOSS OF THIS PRIVILEGE.**
3. If a student arrives early, he/she must sign in in the Main Office and then report directly to study hall where he/she must remain until the start of the second block.

**FOR EARLY DISMISSAL:** I hereby give permission for \_\_\_\_\_  
to be dismissed from school:

**Block** (circle one): E F G H on **Day** (circle one): 1 2 3 4

1. Parents/Guardians will assume responsibility for his/her transportation and safety from school.
2. Students with early dismissal must report to the Main Office to sign out and must leave the building immediately after his/her last block for that day.

These privileges may be rescinded at any time at the discretion of Kinnelon High School administration.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**STEP 2:** With the above signed, the study hall teacher removes the student's name from the study hall roster on the Day indicated above.

\_\_\_\_\_  
Study Hall Teacher Signature

\_\_\_\_\_  
Date

**STEP 3:** With the above signed, a building administrator provides final approval.

\_\_\_\_\_  
Building Administrator Signature

\_\_\_\_\_  
Date

**STEP 4:** When the form has been completed, it must be returned to Mrs. Montague in the Main Office.