



EARLY DISMISSAL PROCEDURE

SEND YOUR STUDENT TO SCHOOL WITH A NOTE THE MORNING OF

Note should state:

- Student first and last name
- Time of dismissal
- Reason for dismissal
- Parent signature

**STUDENT THEN BRINGS THE NOTE TO
THE FRONT OFFICE
BEFORE SCHOOL**

ATTENDANCE OFFICE ISSUES EARLY DISMISSAL PASS

This is the only way students will
be dismissed early from class.

**EARLY DISMISSAL PASS IS GIVEN TO THE STUDENT
WITH THE FOLLOWING INSTRUCTIONS**

- It is their responsibility to keep track of the pass.
- It is their responsibility to remember the time.
- It is their responsibility to show it to the teacher.
- After showing the pass - they must bring it to the front office to be signed out.

YOUR STUDENT WALKS OUT TO YOUR VEHICLE

**PLEASE SEND YOUR STUDENT WITH THE MEDICAL NOTE,
IF THEY HAVE SEEN A MEDICAL PROVIDER WHEN THEY
RETURN TO CAMPUS TO THE ATTENDANCE WINDOW.**

If you forgot to send the note - please come to the front
office and allow enough time for us to find your student on
campus and call them down.

**FOR MORE INFORMATION GO TO:
ARGYLEISD.COM**