

EARLY DISMISSAL REQUEST FORM

This form must be completely filled out to be considered. If approved, student will either be allowed to leave for 9th and 10th bells or 10th bell only (dependent on schedule). Until the counselor notifies the student that the request has been approved and the schedule has been changed, **THE STUDENT MUST CONTINUE TO ATTEND CLASSES.** Failure to do so could result in disciplinary action for truancy.

If this change affects courses required for graduation, there is no guarantee that a schedule change can be made to accommodate early dismissal. Additionally, if the student is not on track to graduate, permission may be denied.

Student Name _____ Student ID _____

This request is for (circle one): 9th and 10th bells 10th bell only

Do you have a course that is required for your graduation during bells 9 or 10? Y or N

9th bell class _____ 10th bell class _____

Student: By signing this form, you agree that if permission is granted for early dismissal, you will leave school grounds as soon as scheduled classes end.

_____ Date _____

Parent/Guardian: By signing this form, you are authorizing that you give your child permission to receive early dismissal if the request is approved. Additionally, you are verifying that your child has transportation available every day and will leave school premises at the end of his/her scheduled classes.

_____ Date _____

For Office Use Only:

Is the student on track to earn required credits for graduation? Y or N

Is the student on track with Ohio testing to graduate? Y or N

Can the schedule change be made to maintain graduation requirements? Y or N

_____ Date _____

