

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

204-AR-2. EARLY DISMISSALS

Students will only be excused from attendance during the regular school day after a written request submitted by the parent/guardian is approved by the building principal or designee.

A written request by a parent/guardian for early dismissal of a student must be submitted to the school office at the beginning of the school day. The request must contain the student's name and grade; date of the early dismissal; time of the requested dismissal; reason for the dismissal, with name and telephone number of doctor/dentist if applicable; signature of parent/guardian; and home/business telephone number of parent/guardian.

District staff may take steps necessary to verify the request.

The parent/guardian must come into the school office to pick up a student for early dismissal. All other dismissal arrangements, such as the student driving, must be indicated on the early dismissal request.

No student will be released during the school day to any individual who has not identified himself/herself to the satisfaction of the principal or designee.

Upon return to school from an early dismissal, the student must submit to the school office an excuse signed by the professional office the student visited.