

MARLBORO HIGH SCHOOL

ATTENDANCE OFFICE

EARLY DISMISSAL POLICY

A parent/guardian who wishes to pick up their student early or for part of the day must follow proper procedure:

1. A clearly written request from the parent/guardian must be submitted to the attendance office in the morning ***before Homeroom*** stating the date, student's name, reason for leaving and time for the pick up.
2. The student will be given a pass to leave class for the given time.
3. The parent/guardian will then meet their student in the attendance office and sign their student out of school on the sign-out sheet provided on the counter. The information must be accurate and printed clearly.
4. If someone other than the parent/guardian has been designated on the written request to pick up a student, that person ***must be*** on the Emergency Card in our office or we cannot release the student. We are required to ask for identification.
5. A student who returns to school after being dismissed early must come to the attendance office with the parent/guardian to sign back in immediately upon their return. The student will be given a pass to class, if necessary.

A parent/guardian, who wishes to have their ***senior*** student sign themselves out and therefore drive themselves off school property, must follow ***Number 1*** above. A phone number, where they can be contacted in the early morning for verbal verification is a must. Without the note, as well as verbal verification, the student ***will not*** be permitted to leave school early. The senior must be ***'18'***. Any senior under 18 must be signed out by a parent/guardian or a designate on the office Emergency Card and ID is required.

Following these procedures will aid in the smooth operation of our school, as well as not interrupting our teachers by constantly calling students out of class. We cannot call out students in the middle of a class. It must be the ***first or last ten minutes of the period due to possible testing!***

Thank you for your consideration.