

ATTENTION PARENTS and GUARDIANS:

**STUDENT
RELEASE / CONTACT
PROCEDURE**

In order to have your student **RELEASED during the school day for a pre-arranged scheduled appointment or event, please send a signed note with them to the **Main Office BEFORE** the start of the school day.**

Your student will then be provided with a Permit to Leave which they will then present to their teacher at the time they are to leave the building.

In order to **RELEASE your student during the school day for a Non-Scheduled appointment or event, or to **CONTACT** your student or deliver a school-related item to them, you must complete the yellow Student Release/Contact Request slip.**

**Once completed,
the secretary will verify the information provided
and will contact the student accordingly.**

DELIVERIES TO STUDENTS: The delivery of items such as gifts, balloons, flowers, etc. to students during the school day by either a parent/guardian or outside agency **are prohibited**. These items have the potential to create a distraction in the classroom and a safety hazard in the hallways.