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.