

# Catonsville High School Early Dismissal Procedures

## General Information

Parents/Guardians –

Early dismissals from school can occur in one of two ways:

1. If you know before the start of the school day that your student will be **leaving early**, or
2. If you determine you need to **pick-up** your student after the school day has begun.

## Leaving Early Procedures

Students should arrive to school with an early dismissal note from their parent/guardian and it should be taken by the student to the Attendance Office window before 7:40 a.m. where they'll be given an early dismissal pass. After presenting the teacher with the pass at the time of dismissal, the student can leave school and meet you in front of the school.

## Pick-up Procedures

Students can be picked-up in the front office by their parent/guardian **ONLY** who will be asked to provide a valid ID (license or passport). If someone other than the parent/guardian is picking-up a student, he/she **MUST** be listed on the emergency contact form and **MUST** have a signed note from the parent/guardian giving permission on that date. The note must be presented when signing out the student.

All notes from parents must include the following information:

- The student's name,
- Parent's/guardian's name and telephone number where they can be reached in the morning for verification,
- the date and
- the dismissal time
- signature of parent/guardian.

Note: Students who are 18 years old or older may **NOT** sign themselves out. A note from their parent/guardian is required regardless of the student's age.