

Upper School

Early Dismissal Form

For Outside Extracurricular Participation

2023-24



Use this early dismissal form to excuse absences from the last period of the day no earlier than 2:50 PM M-Th (grades 6-12), and no earlier than 2:10 PM on Tuesdays from PE for sports-related activities only (grades 9-12 only). This form must be approved by the Director of Upper School. Extracurricular participation will be considered an unexcused absence per Handbook policies unless approved via the Upper School Early Dismissal form.

Return this form to the upper school office.

Full Student Name: _____

Reason for early dismissal(s): _____

Date(s) & Time(s) of early dismissal(s):	Date: _____	Time: _____
	Date: _____	Time: _____
	Date: _____	Time: _____
	Date: _____	Time: _____
	Date: _____	Time: _____
	Date: _____	Time: _____

Parent/Guardian phone #: _____ Parent/Guardian email: _____

Parent/Guardian signature: _____ Date: _____

Director of Upper School signature: _____ Date: _____

By signing, you acknowledge that early departures may not occur prior to 2:50 PM. For students in grades 9-12, early dismissal for sports activities only may occur at 2:10 PM on Tuesday afternoons in lieu of PE class with use of this form and approval by the Director of Upper School. You acknowledge that if your student is picked up prior to these times, absences will accrue, with the limit of 6 absences (of any kind) per trimester in any single class before course credit is withheld upon the 7th absence.