

### Early Dismissal Procedure:

If your student is leaving school before the scheduled release time, please email Student Services at [AHSStudentServices@avon-schools.org](mailto:AHSStudentServices@avon-schools.org).

The email should include the following 5 items:

1. Name of student
2. Grade of student
3. Time he/she needs to leave the classroom
4. Reason he/she is leaving.
5. Name and phone number of parent or guardian

\*\*If you have an appointment that is scheduled last minute for your student, please contact us as soon as possible by phone. Contact Student Services at 544-5000 ext. 5200 for 9<sup>th</sup> – 11<sup>th</sup> grade and ALC Office at 317-544-5300 for 12<sup>th</sup> grade.

All students must have a verification note for medical appointments.

Please email all verification to [AHSAttendance@avon-schools.org](mailto:AHSAttendance@avon-schools.org)

