

Salinas City Elementary School District  
**BEST After School Program**  
 840 S. Main St. - Salinas, California 93901 - (831) 784-2259

### EARLY RELEASE FORM

BEST is an after school program that is funded by the ASES grant. In accordance with the California Education Code, students are expected to attend the BEST program every day until 6:00pm. **If, for any reason, a child is unable to attend the program every day until 6:00pm the parent/guardian must complete and submit this Early Release Form** requesting their child's early release from BEST.

**Students may be released early from the BEST program prior to the end of the program time (6:00pm) for the following reasons:**

- 1. Family Emergencies**
- 2. Medical Appointments/ Illness**
- 3. Safety and/or No transportation**
- 4. Participation in other enrichment programs**

When a student leaves the BEST program early, the reason must be written on the sign out sheet. Only those individuals whose names are listed on the Emergency Card will be allowed to sign a child out from the program.

**\*\*Documentation must be attached in order for Early Release to be considered\*\***

<i>School:</i> _____ <i>Student's Name:</i> _____
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**Reason for request:(include which days and at what time student would need to leave)**

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**Parent/ Guardian signature:** \_\_\_\_\_ **Date:**\_\_\_\_\_

**Approved Denied** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Program Manager signature**

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