

### **Early Dismissal Note for Junior Formal**

Board of Education policy requires students to be in attendance for a full instructional day (four hours of class, not counting lunch and passing times) to participate in co-curricular and athletic events. Consequently, to participate in the Junior Formal students must be in attendance until 1:18 p.m. (end of Time Block 5) on Thursday, March 20, 2025. If a student does not meet the four-hour requirement, they will not be permitted to attend the formal.

Students who arrive to school after 7:40 a.m., for any reason, will not be allowed an early dismissal. While we prefer your child attend all their scheduled classes, if your child requests to be dismissed at 1:18 p.m. to prepare for the Junior Formal, this request for early dismissal must be returned to the attendance office by Wednesday, March 19 2025.

**PLEASE NOTE:** Telephone, fax, or e-mail requests will not be honored during the school day. Please understand that this is a countable absence which accrues toward the total number of countable absences students are permitted in a course. If your child is in danger of losing credit due to attendance issues, you should encourage your child to remain in school for the entire day. Loss of credit in a course required for graduation purposes will impact your ability to participate in graduation exercises and receive your diploma.

Students are required to make up work and examinations missed because of the early dismissal. Assignments and examinations not completed within a reasonable time established by the teacher will be given a grade of zero for the work missed. Students are expected to be in school for class on Friday, March 21, 2025.

**Student ID # (Required):** \_\_\_\_\_

**Grade level (Circle one):**    9        10        11        12

**Student Name (Print):** \_\_\_\_\_

**Date of Early Dismissal:** MARCH 20, 2025

**Time for early dismissal:** 1:18 p.m.

**Reason:** JUNIOR FORMAL

**Parent/ Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

For early dismissal, this form must be returned to the attendance office by Wednesday, March 19, 2025 by 2:30 pm.