

# EARLY DISMISSAL REQUESTS

ATTENDANCE OFFICE: (916) 782-3753 x 3011

*Roseville High School is a closed campus. Students must have permission to leave campus during the school day. Please review these procedures and support RHS' efforts to account for your children and keep them safe.*

If a student is arriving late or leaving early, they **MUST go through the attendance office.**

Students who will be dismissed early **must report to the Attendance Office** to receive a "Special Pass" Prior to leaving campus. To excuse an early dismissal, please do the following:

## **Step 1: Parent/Guardian:**

Send a signed written request to school with your student.

## **Step 2: Student:**

Go to the Attendance Office Window in the Administration Building Foyer to turn in note and receive a "Special." This may happen before school, during passing periods, and during lunch.

## **Step 3: Early Dismissal:**

Student will show the Special to the appropriate teacher and be dismissed at the time stated on the Special.

If an appointment was scheduled last minute, please call the Attendance Office as soon as possible to allow enough time to pull your student. (20-30 minutes)

## *Please Note*

A dismissal without prior notification during our ROAR Intervention period is difficult due to the various locations available to your student. Please be patient. REMEMBER: We need a MINIMUM of 20 minutes to pull a student from class. We will not accept requests for dismissals during the last 20 minutes of the school day (after 3pm)

*We also recognize that there are extenuating circumstances that fall outside the boundaries of this process. We will do our best to accommodate your needs.*