

# Permission to Leave (PTL)

## Procedures for taking a student out of school

A permission to leave (PTL) pass is required for a student to leave campus before the end of the day. PTL passes are available for students to leave for doctor's/dentist appointments and/or emergencies.

Students must pick up their PTL from Student Services.

### PTL Times

- PTLs will ONLY be given at
  - 9:20AM
  - 10:15AM
  - 1:31PM
  - 2:26PM
- No PTLs will be issued after 2:26PM
- No PTL's between 11:10 - 1:31
  - In the event of an emergency a parent/guardian can come into school to sign out their student between 11:10 - 1:31

### PTL Procedures

- Call Boca High - 5613381410
  - Must be made at least one hour prior to pick up time
  - The call can only be made by parent/guardian listed on student's paperwork
  - The call must be made from a phone number on file in the student's record
- Students pick up PTL from Student Services at PTL time.
- Upon return to school, PTLs must be returned to Student Services for the absence to be excused

## Permission to Leave (PTL) - Exam Day Procedures

- All exam day PTL must be called in or submitted in writing, to Student Services by a parent/guardian 24 hours in advance of the PTL time
- No PTL will be processed on the day of the exam
- No PTLs will be issued to release students from a test site during any testing time
- Students must come to Student Services to pick up the PTL in the morning