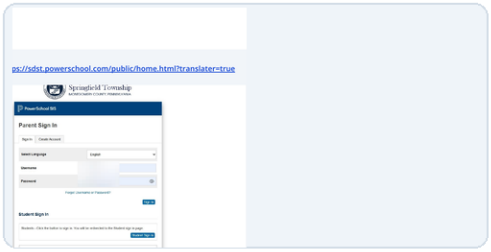
HOW TO SUBMIT A

LATE ARRIVAL / EARLY DISMISSAL FORM

Follow the PowerSchool steps to access the Late Arrival/Early Dismissal Form, complete the required information, and submit your request.

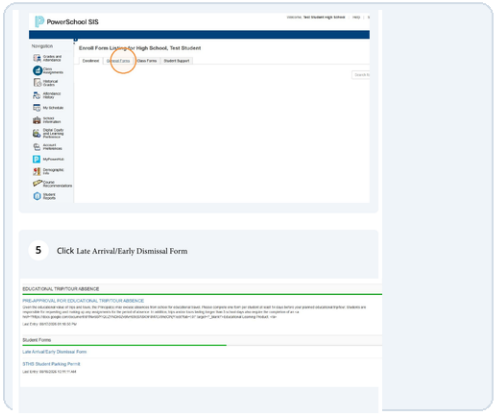
1 POWERSCHOOL ACCESS

1. **Open PowerSchool**
   Navigate to the PowerSchool sign-in page.
2. **Sign in**
   Enter your username and password, then click Sign In.



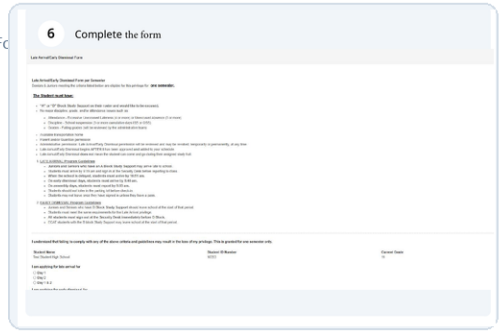
2 FORM SELECTION

3. **Open Forms**
   Click Forms in the navigation menu.
4. **Choose General Forms**
   Click the General Forms tab.
5. **Select the form**
   Click Late Arrival/Early Dismissal Form.



3 COMPLETE + SUBMIT

6. **Complete the form**
   Fill in the requested information on the Late Arrival/Early Dismissal Fo
7. **Submit**
   Click "Submit" when you are finished.



POWER SCHOOL PATH

PowerSchool > Forms > General Forms > Late Arrival/Early Dismissal Form

QUICK REMINDER

Use the form in PowerSchool to submit your late arrival or early dismissal request.

QUICK ACCESS

Scan to open the PowerSchool Student Portal.

BEFORE YOU SUBMIT

1. Sign in to PowerSchool.
2. Open Forms, then General Forms.
3. Select Late Arrival/Early Dismissal Form.
4. Complete the form and click Submit.

NEED HELP?

Contact a Principal for assistance.