



GLOUCESTER COUNTY INSTITUTE OF TECHNOLOGY

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Dr. Susan Heiken
Superintendent

Dr. Gina Mateka
Principal

Early Release Acknowledgement Form

To ensure student safety and proper accountability, all early releases from school — including students leaving for school-to-work programs — must follow the procedures outlined below.

Early Release Policy

Parent/Guardian Notification:

- For students under 18, a parent/guardian must provide written permission for early dismissal unless prior approval has been granted (e.g., for ongoing school-to-work participation or college classes).
- To ensure prompt early pickups, parents or legal guardians must complete the “Parent Early Pickup Request Form” on the GCIT website. Parents must present a valid driver’s license at the time of pickup.

Sign-Out Requirement:

- All students leaving campus early for any reason (other than for college classes, school-to-work or seniors with early release) **must sign out** at the main office before departing.
- All students leaving the building early for college classes, school-to-work or seniors with early release, must sign out using the **early release QR code in the 400 main entrance** or the **AMAS main office** to sign out.

Designated Exit Point:

- All students leaving early must exit through the **400 Main Entrance** or the **main office doors in the AMAS building**. No other exits are permitted for early release. Failure to use the designated exit will result in a consequence as per the Parent/Student handbook.

Acknowledgement and Agreement

By signing below, we acknowledge that we have read and understand the school’s policy regarding early release. We agree to follow the procedures stated above.

Student Name (Print) _____

Student Signature _____

Date _____

Parent/Guardian Name (Print) _____

Parent/Guardian Signature _____

Date _____

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