

EXTRACURRICULAR EARLY DISMISSAL/ABSENCE FORM

Dear Mr./Mrs./Miss _____,

My child _____, Grade _____, is participating in _____.
Because of this, she/he must miss _____ class/es on the following days/dates:

DAY	DATE	TIME

I understand that it is my child's responsibility to contact you personally to arrange for completion of any work or instruction missed, and that there are specific guidelines for my child to follow.

Parent signature _____ Date _____

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Extracurricular Activity Absence and/or Early Dismissal Procedures for Parents

Absences or dismissals for extracurricular activities of any kind must be handled individually by the parents of each student. The homeroom teacher cannot be responsible for coordinating multiple teacher assignments for students who elect to miss school for outside activities.

1. A copy of any team or performance schedule involved should be sent to the school office. (For team sports/activities, one schedule per sport/activity is plenty.)
2. A note including the names of all drivers permitted to transport your child must be sent to the school office. (One note per family will suffice for a single sport season. We must have the signature of a parent before we may release the child into another's care.)
3. The homeroom teacher and each teacher whose classes will be impacted should receive notification of an intended absence/early dismissal through the Extracurricular Early Dismissal/Absence Form (Available in the school office).
 - Parents can use the student class schedule distributed to the student the first day of school to determine which teachers need to be notified. On the forms, please list only that particular teacher's classes that will be missed.
4. Please remember that special area classes occur only one time each week. (In grades 7 and 8 Spanish is scheduled three times each week.) Much of the work for these classes must be done in school, so it is more difficult for both teacher and student to make up missed instruction. Missing any class frequently requires that the teacher arrange time before/after school and teach a full lesson that has already been presented. The lessons are often progressive, so information learned in one is needed before the next lesson can be understood. In addition to instruction, students can miss class discussions, explanations of work begun in class, group work on various projects, and assessments.
5. If any changes are made (i.e. added games, meets, or performances) during the activity, the office and the teachers impacted by the change should be notified using the same type of form. Please contact the school office as soon as any last-minute (i.e. cancellation due to foul weather) change is made so teachers and students can receive prompt notice from the secretaries. This contact is usually made by telephone from the coaches, but sometimes they forget.
6. Parents should review with their child/ren the guidelines provided for the students to ensure that everyone understands the students' responsibilities.