



EASTLAND INDEPENDENT SCHOOL DISTRICT

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{Effective Monday, March 18, 2019}

Early Release Procedures

Having students remain in school for the entire school day is a critical part of student academic success. Should a situation occur requiring you to pick your child up early, please adhere to the following guidelines:

- Students may not be called out of the class until the parent/guardian arrives on campus. Please plan to arrive allowing enough time for office personnel to call for your student. Please report to the office to sign your child out. (Remember, a photo ID is always required). Students may only be released to adults listed on your child's enrollment form unless a written note is sent to the office ahead of time.
- The **only** excused reason to pick up your child early from school is if your child has a medical appointment. Please send a note with your child stating the time of the appointment so we can have your child ready. Please send documentation the next day from the doctor's office confirming the appointment in order to have the absence excused.
- *Unless it is an emergency, **we will not be able to honor early dismissals after 2:30 pm.*** Not only does retrieving a student unexpectedly disrupt the learning environment, the entire front office team is focused on preparing for student dismissal. Last minute student requests make it very difficult to ensure that we are prepared for a safe and orderly dismissal.
- Should you have an emergency requiring an early dismissal after 2:30 ***you must speak to one of the administrators.***