



**Saint Ignatius College Prep  
Early Dismissal Form**

This form should be completed and given to the Dean's Office no later than the morning of the early dismissal. All students must sign in and out of the Dean's Office before leaving the building and upon returning to school.

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Date of Early Dismissal:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Reason for Early Dismissal:**

☐ Doctor/Dentist appointment

☐ Travel

☐ Consecutive free periods

☐ Other, please explain \_\_\_\_\_

**Will your student be returning to school?**

☐ No

☐ Yes, at \_\_\_\_\_ (time)

**How will your student be leaving the building?**

☐ A parent/guardian will sign them out in the Dean's Office.

☐ My student has permission to sign themselves out and meet me outside.

☐ My student has my permission to sign themselves out and drive/uber/use public transportation.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Attendance policies and expectations:**

- Students leaving early, arriving late, or returning during school hours must sign in/out in the Dean's Office.
- If the early dismissal time is not at the break of a period, students will need an early dismissal slip from the Dean's Office to present to their teachers to leave class.
- A student must be in school for at least half of his/her classes in order to participate in or attend co-curricular or athletic events after school.
- Students arriving after 8:30 am must present a doctor's note to excuse their tardiness. Students arriving after 8:30 without a doctor's note will serve a JUG. Early dismissals do not require a doctor's note.
- Calls related to attendance should be made to 312-421-6435.