



Students who need to leave school before the end of the school day (i.e. medical appointments) are required to turn in the completed Early Dismissal/Sign Out Permission Form. This completed form must be turned in to the Admin office at least 24 hours before the student’s scheduled appointment.

In all cases, the student will not be released to anyone other than the parent/guardian unless previously approved in writing. The parent/guardian may pick up the student by signing him/her out in the office. Older students (18 or older) that have been pre-approved may sign out based on parent permission and the verified authenticity of the form. Note – Students that are 18 or older may not sign themselves out without prior permission of a parent/guardian. *School Administration may grant exceptions in the case of a disciplinary incident or extreme emergencies.*

Leaving campus without following the above procedure will be regarded as “skipping” or “ditching” and will result in disciplinary action. **The purpose of this policy is to eliminate class disruptions so instructional time is not lost. Please, no phone calls will be accepted to sign students out early,**

EARLY SIGN OUT PERMISSION FORM
(RETURN TO ADMIN OFFICE AT LEAST 24 HOURS OF SCHEDULED ABSENCE)

Name of Student: _____ Date: _____

Student Sign Out Time: _____

Reason for Early Sign Out (documentation of a medical appointment from the medical provider will result in any class absence being classified as an excused absence. “Needed at Home” or “Personal” are not excusable reasons. **Students will not be allowed to return to campus unless they can provide documentation from their appointment in writing.**

Phone #s (cell/home/work) to Confirm Above:

Print Parent/Guardian Name: _____

Signature of Parent/Guardian: _____



School hours are from 8:20am to 1:56pm (3:39pm 4th period) Monday thru Thursday and 8:20am to 12:26pm (1:39pm 4th period). It is the expectation of Mission Heights that students are present for the entire school day, however we understand that family emergencies, medical appointments, etc. occasionally arise. Due to MHP's closed campus policy signing your student out for lunch is not an approved absence. MHP must be certain that the parent/guardian has given consent before a student is allowed to sign out during the day. A parent may come to the Administration Office to sign the student out. In order for a student to sign themselves out, the parent must first complete and return the below sign out consent form. For each instance that a student needs to be signed out the parent/guardian must complete an **Early Dismissal/Sign Out** form. The parent may either have their signature notarized prior to returning the form to MHP, or they may sign the form in the presence of any school official.

After the form has been returned, on any day the parent returns an **Early Dismissal/Sign Out** form. The signature from the form will be compared to the signature on the notarized form. *We strongly recommend that all parent/guardians that can sign out their child have a signature on file.* Please remember that the **Early Dismissal/Sign Out** form must be turned in **at least 24 hours** before a scheduled absence.

Mission Heights is making a sincere effort to reduce the chance a student will be able to leave school without parental consent. This is the reason for requiring the notarized form. If it would be more convenient, parents/guardians may stop by the school during office hours (7:30am to 4:30pm) and sign the consent form in the presence of a school official.

The notarized consent form will be retained at the office for one academic year only, however the parent/guardian may revoke it at any time.

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NOTORIZED SIGN-OUT CONSENT FORM

I/We hereby give consent for Mission Heights Preparatory High School to release the following student(s) early when the office receives an Early Dismissal/Sign Out form 24 hours prior to the absence indicated the date, time and reason the early release is being requested.

Student Name: _____

Student Name: _____

Student Name: _____

Student Name: _____

Notary Public Signature and Seal

Or

MHP School Official Signature

Parent/Guardian Printed Name AND Signature

Date