Ardrey Kell High School
Early Release Form

Date: ___________________________

Student Name: ___________________________ Grade: __________________
Student ID # ____________________________
Time of dismissal: __________________________
Reason: ___________________________________________

Parent/Guardian Printed Name: ____________________________
Parent/Guardian Signature: ____________________________
Parent/Guardian Phone Number: ____________________________
(Where you can be reached to verify the dismissal time)
Parent/Guardian Email Address: ____________________________

Students are not authorized to leave campus after arrival without strictly adhering to Ardrey Kell’s checkout procedures. In order to leave campus during the school day, students must have an Early Release Form, which is found on the AK website completely filled out with a parent/guardian signature. The note must be brought into the Main Office prior to first block. **There will be NO early dismissals after 1:30 PM.**

For the protection of students, **no phone calls or emails for early release/late arrival will be accepted.**

**Seniors:** If you have Early Release in your schedule, you must leave campus after 3rd block and cannot linger at school. Students who fail to follow this policy will be subject to a schedule change.

**Late Arrivals:** Lockout begins at 7:25 AM. If you arrive after 7:25 AM, you must have a Late Arrival Form, which can be found on the AK website, completely filled out with a parent/guardian signature.

Failure to sign out and leaving campus (skipping class) without permission will result in disciplinary action and parking privileges revoked. Please try to schedule early dismissal times for the end of class periods to eliminate classroom disruptions. **Classroom teachers cannot grant permission for a student to leave campus. Only the Main Office personnel or an administrator can authorize this action.**

Any questions please contact Denise Barnes, at Ardrey Kell High School 980-343-0860 or denisei.belton@cms.k12.nc.us