



ARDREY KELL HIGH SCHOOL
Early Release Form

Date: _____

Student Name: _____

Grade: _____

Student ID #: _____

Time of dismissal: _____

Block: _____

Room #: _____

Teacher: _____

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

There will be NO early dismissals after 1:30 PM.

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.**

Questions? Please contact Sarah Broughton at Ardrey Kell High School 980-343-0860 or sarahg.broughton@cms.k12.nc.us

**EMAILED OR SCANNED COPIES OF THIS FORM WILL NOT BE ACCEPTED.
SUBMIT A COMPLETED HARD COPY OF THIS FORM TO THE MAIN OFFICE
WITHIN 5 DAYS OF AN ABSENCE.**