

EARLY DISMISSAL FORM

INSTRUCTIONS: After filling out the form, please submit it to the Admin Counter or email to admissions@studentdeskims.org with the Subject: Early Dismissal Form – Student’s Name (Last Name, First Name, Middle Name).

Date Filed:	
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Name of Student	
Grade Level	
Has permission for early dismissal today (date)	
Reasons:	
Please allow the student to leave at _____ <input type="radio"/> AM <input type="radio"/> PM	

	Fetchd by	Submitted by	Noted by	Approved by
Signature				
Name				
Designation	Parent/Guardian	Teacher	Security Officer	Admin
Date				