



## EARLY DEPARTURE FROM SCHOOL

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Grade: \_\_\_\_\_ HRT: \_\_\_\_\_

Has permission to leave at:

This has been requested by a  Note  Email  
 Telephone call  Other

Notification was made at least one day in advance

This is an unforeseen emergency

Signature :

Signature :

Name :

Name :

Position : Homeroom Teacher

Position : Vice Principal

Leaving at school at \_\_\_\_ am/pm Name of Security Staff: \_\_\_\_\_