

# DISMISSAL FORM

Online Dismissal Forms are no longer being accepted.

## Dismissal from School:

If you need to have your child dismissed early from school, you must notify the high school office in the morning, by email or a written note with the date, time, and reason for the dismissal, as well as a telephone number for verification. Emails can be submitted to [HOffice@sersd.org](mailto:HOffice@sersd.org). When picking up your child, please report to the reception area where children will be dismissed.

Parents or guardians must provide appropriate identification which can be verified in our system in order to sign their child out. In cases of emergency, please call the High School Office so appropriate arrangements can be made to have your child ready for dismissal. Students will not be released from school on the basis of a phone call. Children will not be dismissed to another adult, including a non-custodial parent, without the written permission of the custodial parent or guardian. Court documents such as restraining orders and custody agreements must also be on file in the Guidance Department. Students who drive their own vehicle to school may be dismissed with a verifiable note from their parent/guardian and a phone confirmation at the discretion of the high school administration. Three dismissals = one absence for purposes of credit loss.

Students who are dismissed before 11:00 a.m. may not receive credit for the day unless they return to school. If a student needs to leave school because of illness, the School Nurse will grant such permission as well as notify the parents and the Guidance Office.