



SMITH MIDDLE SCHOOL

EARLY RELEASE PROCEDURES

A student who needs to leave school early must bring a signed note from his or her parent / legal guardian specifying the reason for the release, the time, and the person picking up the student.

Notes should be delivered to the attendance office before 1st period. The student will receive a pass to be released at the specified time and will be signed out at the front office by the designated adult. ALL persons, including parents, should be prepared to present a picture ID when signing a student out or requesting the release of a student.

** If a note was not sent with the student, you may fax a note to the Attendance Office at (281) 213-1019. Requests made via e-mail or phone will **not** be accepted. Faxed notes must include the following:

- Student Name
- Reason for early release
- Time student will be picked up
- Who will be picking up student
- Parent or guardian signature and date

Early pick-up must take place by 3:00 p.m. We will not send for students after this time.

*Also, please remember to provide a parent or doctor note upon your student's return to school.

Thank you for your cooperation,

Smith Middle School
Attendance Office
281-213-1013