Permit to Leave School – PTL Information 

As we focus on the educational needs of our students and to maximize classroom learning time, please review the items outlined below as we start the new school year.

**Student arrival to school:**

Parents that are dropping off students, please keep in mind that students are expected to be at school and in class before the tardy bell rings at 7:25am each day. Please plan accordingly for traffic and make every effort to have your child to class on time.

These same expectations will apply to student drivers as well as walkers and those with other modes of transportation.

**Permits to leave school early/early sign-out from school:**

Students are expected to remain at school all day unless they have been determined to be ill after checking in to the clinic or they have a scheduled medical appointment.

Early sign-out from class poses a distraction to the learning environment and learning momentum (for students, teachers and the class in general). Please be considerate of this when scheduling appointments.

**PCS Code of Student Conduct (student attendance)** <http://go.boarddocs.com/fl/pcsfl/Board.nsf/goto?open&id=BZSR786C92D6>

**Early Sign Out**

Once students arrive on campus, they may not leave without permission from an administrator. Students who must leave school during school hours must have their parents request this release by phone or in person to the office in order to obtain pre-approval.

Students' academic performance may be negatively impacted by early sign out. Signing out early repeatedly may count toward a pattern of non-attendance (see section VIII, below) that may indicate early signs of truancy. Repeated early sign outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.

A. **Excused Early Sign Out**

The same criteria used to determine an excused absence and an excused tardy will be used to determine whether an early sign out is excused.

B. **Unexcused Early Sign Out**

The same criteria used to determine an unexcused absence and an unexcused tardy will be used to determine whether an early sign out is unexcused.

Numerous incidents of early release are unacceptable and unfair to the other students whose instruction is interrupted each time a student exits class early.

We appreciate your cooperation with these requests and are looking forward to a very productive school year.