

PERMISSION TO LEAVE - If you know in advance that your student will need to leave during the school day, please, provide a note to Ms. Litchy in the Student Services office with: Name of the student, grade level, why they are leaving, time they are leaving and the phone number of the parent or legal guardian where they can be reached for verification. We will provide a yellow permission-to-leave pass for your student. Please, sign the yellow pass and have your student return it to the Front Office/Visitor Entrance when he/she returns it to school.

NO permission-to-leave passes will be granted over the phone.