EARLY DISMISSAL NOTICE

Dear Parent/Guardian,

Date: _________________

HISD’s goal is to see every student succeed. A critical component of academic success is regular attendance at school. It is a state law – as well as each parent’s duty - to require his or her school-age children at every level to attend school, to monitor each child’s attendance, and to request a conference with the school officials to discuss any attendance concerns.

My child, ________________________, is leaving early at ______________________.

(Print Student Name)                                                                                           (Time)

for _____________________________.

(Reason for Dismissal)

Compulsory attendance is the law. Parents who contribute to excessive tardiness or leaving early for their child (5+ tardies in a 6-week period) will be referred to the Attendance Committee. Please be aware that arriving late and leaving early can be considered truant as defined by compulsory attendance law as ‘days or parts of days”.

Campus administration will use discretion on a case-by-case basis for the need to excuse tardiness and assign consequences. Excessive tardiness will be determined by using the following standard:

**Tardy/Leaving Early Discipline**
1-2 = Verbal warning
3-4 = Parent conference, ISS
5+ = Truancy referral to Attendance Committee

- Failure to provide adequate documentation for early checkouts may be cause for referral to the Attendance Committee.

Teacher Name: _________________________

Parent signature: _________________________

Parent telephone: _________________________

__________________________
Angela Stephens, principal

*Note: Student will not be called out of class after 2:00 p.m.*
“Flying High with PYP!”
3919 Ward St. Houston, TX 77021   (713) 746-8260 phone   (713) 746-8263 fax
Angela Stephens, Principal