REQUEST TO CHECK-OUT EARLY on May 10th at 11:40
due May 3rd at 3:00pm (NO EXCEPTIONS- late requests will not be accepted)

*This is only for students who are checking out early to attend PROM; all other students should follow regular check-out procedures. Any incomplete form will not be approved. Completed forms should be turned in to the ATTENDANCE OFFICE by May 3rd at 3:00pm *

On May 10th, students with approved forms will receive a pass from their 3B teacher to leave campus at 11:40. Any student leaving campus without a pass or before 11:40 will not be allowed to attend Prom.
Students with the appropriate pass must leave campus at 11:40.

Complete the following:

Student name (please print first and last): __________________________________________

Student ID #: ___________________________________________________________________

3B teacher: ____________________________ 3B teacher room #: ______________________

Parent name (please print): ________________________________________________________

Parent signature: _______________________________________________________________

Parent phone #: _____________________________________

-------FOR OFFICE USE ONLY (Please complete information below before turning in your request) -------

Student name (please print first and last): __________________________________________

Student ID #: ___________________________________________________________________

3B teacher: ____________________________ 3B teacher room #: ______________________

TO BE COMPLETED BY OFFICE STAFF: ___ APPROVED     ___ NOT APPROVED