

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