



## Student [FSA/EOC/SAT/Semester Exam/AP/AICE/IB] Sign-Out Form

This purpose of this form is to obtain the parent/guardian’s dismissal permission. The parent/guardian MUST be the one to fill out this form and sign the form below. On the day(s) a student has finished an [FSA/EOC/SAT/Semester Exam/AP/AICE/IB], the student may be released from school with parental/ guardian authorization as given by this form. A new form must be completed and submitted each time that a student is to be released during the [FSA/EOC/SAT/Semester Exam/AP/AICE/IB] days. The form must be filled out completely and a **clear copy of parent/guardian ID must be attached** in order for the student to be allowed off campus. Students will only be permitted to leave at the conclusion of an [FSA/EOC/SAT/Semester Exam/AP/AICE/IB] and prior to the start of the next exam. Students will not be permitted to leave campus during [FSA/EOC/SAT/Semester Exam/AP/AICE/IB] times.

Student Information		
Student Name (Print)	Last:	First:
Student Number		
Date of release (mm/dd/yyyy)		
Time of release		
Indicate method student will get home, please be as specific as possible	Pick up in car line Drive themselves Walk home Bike home Other (please explain):	

Parent/Guardian Information		
Parent/Guardian Name (Print)	Last:	First:
Parent/Guardian phone number		
Parent/Guardian email address		

Parent/Guardian Name (Print):

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Parent/Guardian Signature:

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Signature above indicates the parent/guardian of the student mentioned above authorizes the early dismissal of the student from school.

Date: \_\_\_\_\_

**Reminder: A clear copy of a photo ID from the parent/guardian must be attached for student release to be granted.**