

REQUEST TO CHECK-OUT EARLY on April 17th at 10:32  
due Friday April 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 April 17th, students with approved forms will receive a pass from their 2B teacher to leave campus at 10:32(After 2nd period). Any student leaving campus without a pass or before 10:32 will not be allowed to attend Prom. Students with the appropriate pass **must leave** campus at 10:32.

Complete the following:

Student name (please print first and last): \_\_\_\_\_

Student ID #: \_\_\_\_\_

2A teacher: \_\_\_\_\_ 2A 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 #: \_\_\_\_\_

2A teacher: \_\_\_\_\_ 2A teacher room #: \_\_\_\_\_

TO BE COMPLETED BY OFFICE STAFF: \_\_\_ APPROVED \_\_\_ NOT APPROVED