

EARLY DISMISSALS

ALL STUDENTS MUST CHECK IN AND CHECK OUT WITH ATTENDANCE.

Early Dismissals—the parent/guardian must email both attendance clerks OR fax a note with the name of the student, dismissal time, method of leaving site (driving/walking/being picked up), and reason for leaving.

If a student is driving or walking, they must come to Attendance to check out before leaving site. An Attendance Pass (red note) will be delivered OR the attendance clerk will call the room to dismiss the student.

If a student is being picked up, the parent/guardian/designee must come to the Attendance office and present photo identification in order to check the student out before leaving site.

If a student is riding with another student, we must have email/faxed permission from the parent/guardian of EACH student (driver and passenger).

Attendance Office: phone 859-381-3552 / fax 859-381-4975

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<http://www.pld.fcps.net/general-information/attendance>