



ALLATOONA HIGH SCHOOL EARLY DISMISSAL PROCEDURES
DAY BEFORE SCHOOL BREAKS & HOLIDAYS – LABOR DAY

PRE-ARRANGED CHECKOUTS:

PRE-ARRANGED CHECKOUTS ARE PREFERRED ON ANY DAY – BUT MANDATORY ON THE DAY BEFORE A BREAK & HOLIDAY.

EMAILED NOTES ARE THE BEST to theresa.bennett@cobbk12.org

We will only accept Pre-Arranged Checkouts

Please turn in notes BEFORE Friday – Don't Wait!

Notes must arrive NO LATER than 4 hours ahead of the checkout

3:00 is our last checkout of the day! No students will be called after 3:00!

NO CHECKOUTS WILL BE ALLOWED BY PHONE CALLS FOR ANY REASON!

WALK-IN CHECKOUTS:

This should be used as an **EMERGENCY ONLY** on these days.

Parent/Guardian/Contact will fill out form, show ID and student will be called up to checkout on the laptops in the attendance office AS TIME ALLOWS.

ALL NOTES SHOULD ALWAYS INCLUDE:

First and Last Name of the Student

Best Phone Number to Validate the Note

Time You Want the Student to Leave Class

First and Last Name/Signature of the Parent