

NHS EARLY DISMISSAL PROCEDURE

Students that need to leave before the end of a given school day must present a parent note, email, or call into the Grade Level Attendance Office **before** 1st period the day of the absence. The adult responsible for picking up and signing out the student, the parent's name and early-morning phone number must be clearly stated on the note, in the phone call or email. Try to have the dismissal for the end of the period rather than in the middle of class if possible (student has schedule and can tell you when their class ends). The parent or guardian must report to the Main Office at dismissal time to record the reason, date, and time of the early dismissal and to sign the registry. If the student drove to school, the student must report to the Grade-Level Office to sign out at the appointed time. Early dismissal requests will be verified through direct parental contact. Should an unplanned need for early dismissal arise once the school day has begun, parents are asked to call the Grade-Level Attendance Office before leaving home to pick up the student.

If anyone other than the Guardian listed is picking up your student, a confirmation contact will occur (in addition to the note giving us the person's name picking up).

Emergency contacts are for school use only, (to contact if we cannot reach you and there is an emergency), not for pick up. We still need a confirmation call if anyone other than the guardian is picking up, even emergency contacts.

Attendance Office Email/Phone Numbers

Grade 9 – nhsattendance9@neshaminy.org	Or call 215-809-6113
Grade 10 – nhsattendance10@neshaminy.org	Or call 215-809-6116
Grade 11 - nhsattendance11@neshaminy.org	Or call 215-809-6116
Grade 12 - nhsattendance12@neshaminy.org	Or call 215-809-6113

If calling do not leave a voicemail, you must speak with an attendance clerk directly.