

**Emergency Permit Forms** – This form is necessary for planned student absences, planned lates or early pick-ups (doctor visits, trips, etc.). Copies were sent home on the first day of school but can also be obtained by clicking the Emergency Permit link or from the Main Office or Homeroom Teacher. **Instructions:** Please print form. Parent completes and signs one copy. Student is required to get teacher initials for each period he/she will be missing. Once the student has obtained the necessary signatures, he/she keeps the Emergency Permit and uses it as a pass to report to the Main Office at the requested time. The form is turned into the Main Office at the time the student signs out. If a student is planning to arrive late or miss an entire day, the form should be submitted to the Main Office prior to the late arrival and/or absence.