

Mays High School

Early Dismissal Procedures

Because of the disruptive nature of checkouts, all checkouts must occur before 1:35 PM. No checkouts will occur after this time. Parents and guardians walking in to check out students are strongly discouraged.

1. Send a note stating the date, time, reason for checking out, homeroom section and telephone number at which the parent or guardian can be contacted.
2. Student should turn the note in to the Attendance Office before the start of class, 8:15 AM.
3. The request will be verified and the student will be issued a checkout pass.
4. When it is time for the student to leave, the student will report to the Attendance Office.