



2025-2026

Early Dismissal Policy & Procedures

At Sunlake High School, we are committed to providing a focused and uninterrupted learning environment for all students and teachers.

We understand that there are rare occasions when students may need to leave early due to medical appointments or other extenuating circumstances. However, we kindly ask families to schedule such appointments outside of school hours whenever possible, especially after 2:00 PM.

Your cooperation with the procedures below helps us maintain the integrity of instructional time and supports the academic success of all students. **Please note: Early dismissals will no longer be accepted via telephone.**

1. Due to student safety concerns and large increases in traffic during dismissal time we do not dismiss students after 1:15 PM. If your child has an afternoon appointment that requires them to leave campus prior to 1:44 PM they need to be signed out prior to 1:15 PM. **Entrance to the front parking lot will be locked from 1:15 PM – 2:00 PM.**
2. Parents/Guardians of students that do not have a valid 2025-2026 campus parking permit **must** come into the front office and sign out their student if they are leaving prior to their last scheduled class on campus.
3. Students with a valid 2025-2026 campus parking permit **must** have a written and signed note from a parent/guardian and submit that to **Guidance** in order to drive themselves home prior to their normal dismissal time. #4 below still applies.
4. All early dismissals will count as **unexcused absence** from missed classes unless a note from a physician or therapist is submitted the day following the early dismissal.
5. **All** students, including those with a valid 2025-2026 parking permit, will report to guidance to sign out early.
6. Parents that come to the front office to sign out their student will exit the front office and then wait outside of the main gate for their student.