

**ST. CYRIL PREP  
STUDENT EARLY DISMISSAL  
PERMISSION FORM  
2024-2025**

**Purpose:** To ensure the safety of all students the completed and signed permission form must be submitted to the class Catechist by the child immediately upon entering the classroom. The form will be delivered to the PREP office at the beginning of class.

**Retrieval Procedure:** Ten (10) minutes before the retrieval time, the Catechist or Assistant (or their designee) **will escort the student to the PREP Office where the child will be released once the identification of the individual retrieving the child(ren) has been verified.**

There is a limit of three (3) early dismissal per student per year. **No person** is permitted to enter any building to retrieve a child.

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**1. Parental/Guardian Authorization:**

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Student's Name \_\_\_\_\_ Class (1TA, 3ME)

Reason for Early Dismissal \_\_\_\_\_

Requested time of Retrieval \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cell or Text Number: \_\_\_\_\_

**2. Non-Parental/Non- Guardian Authorization:** (i.e., age 16 or older sibling, grandparents, verifiable relative)

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Student's Name \_\_\_\_\_ Class (1TA, 5TA) \_\_\_\_\_

Reason for Early Dismissal \_\_\_\_\_

Requested time of Retrieval \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cell or Text Number: \_\_\_\_\_