



WILKINS PUBLIC SHOOOL

EARLY RELEASE FORM

CLASS:
YEAR:

This note MUST be filled in and signed if you planning to leave early from an excursion or similar event. You must complete and sign all sections.

A SEPARATE FORM IS REQUIRED FOR EACH STUDENT

STUDENT'S NAME: _____

DATE OF EVENT: _____

NAME OF EVENT: _____

TIME OF LEAVING: _____

NAME OF PERSON TAKING RESPONSIBILITY OF STUDENT: _____

RELATIONSHIP TO STUDENT: _____

SIGNATURE: _____

TEACHER'S USE ONLY:

TIME SIGNED OUT: TEACHER'S INITIALS:

Please use this form as a head count and return form to the office upon arrival back at school.

OFFICE USE:

Please mark this student off as a partial absence and keep form on file.