EARLY DISMISSAL OF STUDENTS LOG

An Early Dismissal "ED" releases a student by the school before the end of the regular school day to a **person designated in the IMPACT/SIM/Contacts Record as "having permission to pick up student"**. The parent/guardian designates all persons having the pick up permission.

Instructional minutes missed due to an ED should be deducted from the full day instructional minutes to determine whether the student's attendance that day needs to be recoded to a half or full day absence in IMPACT/SIM. The recoding must be manually done. IMPACT does not automatically recode an ED to an absence

*If the ED results in an absence, the ED must be for one of the six CPS Board approved valid reasons for the absence to be deemed an excused absence.

DATE	TIME	STUDENT NAME	ROOM	RELEASED TO			*REASON FOR "ED"
				Printed Name	Signature	Relationship	

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