

## □ PROCEDURES FOR LEAVING CAMPUS EARLY

The students must bring a note to the Attendance Office signed by the parent/guardian stating the time and reason for leaving early. The note must have a parent/guardian phone number on it so we may contact them to verify the reason.

**We must have something in writing - phone calls are not acceptable.** □ You can also fax a note to (818) 591-0276 Attn: Michelle Garrison or email to [mgarrison@lvusd.org](mailto:mgarrison@lvusd.org)

Students should submit their note to the Attendance Office first thing in the morning and pick up off-campus pass at Nutrition or Lunch.

**If an emergency arises, the parent/guardian may come to school to pick up their student. Parents should go to the Attendance Office to obtain an off-campus pass.**