



**ALLATOONA HIGH SCHOOL EARLY DISMISSAL PROCEDURES**  
**DAY BEFORE SCHOOL BREAKS/HOLIDAYS/PEP RALLYS**  
**& LARGE SCHOOL EVENTS**

**PRE-ARRANGED CHECKOUTS:**

PRE-ARRANGED CHECKOUTS ARE PREFERRED ON ANY DAY – BUT MANDATORY ON THE DAY BEFORE A BREAK/HOLIDAY.

EMAILED NOTES ARE THE BEST to [theresa.bennett@cobbk12.org](mailto:theresa.bennett@cobbk12.org)

**We will only accept Pre-Arranged Checkouts**

Please turn in notes BEFORE Friday

Notes must arrive **NO LATER than 4 hours ahead of the checkout**

***3:00 is our last checkout of the day! No students will be called after 3:00!***

**NO CHECKOUTS WILL BE ALLOWED BY PHONE CALLS FOR ANY REASON!**

**WALK-IN CHECKOUTS:**

This should be used as an **EMERGENCY ONLY** on these days.

Parent/Guardian/Contact will fill out form, show ID and student will be called up to checkout on the laptops in the attendance office AS TIME ALLOWS.

**ALL NOTES SHOULD ALWAYS INCLUDE:**

First and Last Name of the Student

Best Phone Number to Validate the Note

Time You Want the Student to Leave Class

First and Last Name/Signature of the Parent