

Smithfield High School

Attendance Policy Notice

In accordance with Smithfield School Committee policy ([policy JE](#)) and state attendance policies, students are expected to be in school for the full instructional day. Early dismissals should be limited to unavoidable circumstances and may require documentation. Excessive early dismissals may impact attendance records and academic standing.

Please note: Students must be present in school, on-time prior to dismissal, and **early dismissals cannot occur before third period (10:58) for it to count as an official school day.** Requests that do not meet attendance policy requirements may be denied.

Early Dismissal Request Form

Student Name: _____ Grade _____
Date of Request: _____
Requested Dismissal Date: _____
Requested Dismissal Time: _____

****Please submit form to the main office 24 hours in advance. Students should be dismissed through the main office on the day of dismissal.**

Reason for Early Dismissal

Please check **one** reason and provide required documentation where noted. Reasons are aligned with state and district attendance policies.

☐ **Excused Early Dismissals** (Documentation may be required.)

☐ **Medical Appointment / Illness**

Doctor, dentist, counseling, or illness requiring pickup (per nurse).

Documentation: ☐ Note provided ☐ Will be provided

☐ **Court or Legal Obligation**

Court appearance, or other legal requirement.

Documentation: ☐ Court notice provided

☐ **Religious Observance**

Recognized religious holiday or observance.

☐ **College Visit**

Documentation: ☐ email of tour/appointment confirmation

☐ **Military Appointment**

Documentation: ☐ email confirmation

☐ **Other Excusable Reason (Administrator Approval Required)**

Please explain:

☐ **Unexcused Early Dismissals**

(These reasons may impact attendance status.)

☐ **Personal Appointment (Non-Medical)**

Hair/nail appointments, errands, or similar.

☐ **Sporting Events (Non-RILL)**

Club/competition sports that are not related to the RI Interscholastic league/SHS teams.

☐ **Transportation or Convenience Reasons**

Car availability, travel plans

☐ **Work or Employment**

Student employment during school hours (unless otherwise approved).

☐ **Other Unexcused Reason**

Please explain:

Parent/Guardian Information

Name: _____

Relationship: _____

Phone Number: _____

Email: _____

Parent/Guardian Signature: _____

Date: _____

School Use Only

Dismissal Status: ☐ Excused ☐ Unexcused

Approved By: _____

Title: _____

Time Student Released: _____

Notes:

Early dismissals are subject to verification and must comply with state attendance laws and local district policies. Excessive early dismissals may result in attendance consequences.