

## **DR Appointments and Leaving School Early, How to's .....**

**Does your student have a Dr. appointment? Will they need to leave school early?**

What do you do? Your child tells you.... “ no problem, just go to the office and they will send me a ‘*blue note*’ to come down”

**However.....The actual procedure is:**

1. **Send your student to school with a note**, detailing what time the student should arrive at the office. Calling the teacher is not an effective plan, sometimes the class has a substitute or student teacher and they would not have access to the teachers voice mail messages.

2. Explain to your student to **show the note to the teacher of the class** he/she will be leaving early from.

3. If the student is leaving at either recess or lunch, he/she will simply bring the note to the office and sign out.

4. When the time listed on the note approaches, your student should quietly **gather up their backpack and personal items, the note and come down to the office** to meet you, and sign out.

If you wait to get to the office for the blue note, there may be a delay while we find another student to run the “blue note” to the classroom. If this is a last minute appointment and the student does not know, please arrive at the office with enough time for us to locate a student runner and your student. So... as you can see, sending a note from home with your student speeds the process by having them already in the office before you get here!