

**Greene County Schools
PreK**

Student Dismissal Procedures

- A. Rationale for the Implementation of Student Dismissal Procedures
 - 1. Parent Request
 - 2. Violation of Attendance Policy

- B. Procedures
 - 1. Parent Request
 - a. School personnel document valid parent request on *Greene County Schools PreK Documentation of Student Dismissal Procedures* (6.200 Exhibit B)
 - b. School personnel submit completed form to county level supervisor
 - c. County level supervisor forwards completed request to the Tennessee Department of Education, Office of Early Learning
 - d. With approval from the Office of Early Learning, student is withdrawn through EIS with last date of attendance as the withdrawal date and code 13 for the reason
 - 2. Violation of Attendance Policy
 - a. After 2 consecutive days of unexplained absences, school personnel contact the parent via phone or home visit
 - 1) Adequate excuse – terminate the dismissal procedures
 - 2) Inadequate excuse – review *Greene County Board of Education Policy 6.200*
 - 3) If parent is inaccessible, school personnel continue attempts to contact parent for a minimum of 5 school days
 - b. School personnel document actions taken on *Greene County Schools PreK Documentation of Student Dismissal Procedures* (6.200 Exhibit B)
 - c. School personnel submit completed form to county level supervisor
 - d. County level supervisor forwards completed request to the Tennessee Department of Education, Office of Early Learning for Approval
 - e. With approval from the Office of Early Learning, student is withdrawn through EIS with last date of attendance as the withdrawal date and code 13 for the reason