



WEST HIALEAH GARDENS ELEMENTARY SCHOOL

Phase I: Virtual Schooling

Early Dismissal Procedures for Parents and Students

Student Dismissal Hours:

Pre-K-1st 10:30am-1:30pm

Grades 2nd -5th 10:30am-2:30pm

1. Parent or guardian (listed on the computer) must contact the school via email at **2371attendance@dadeschools.net** or in person prior to the student's dismissal. Parent or guardian must provide valid Government ID as an attachment to the email or in person.
2. To be eligible to receive make up work for class(es) missed, the absence must be considered excused. A student must provide acceptable documentation as stated in the Attendance Policy / Code of Student Conduct to their teacher(s).
3. Please be advised, a student has 5 school days to show proper documentation to his/her teacher(s) to excuse an absence / early dismissal from class.

The attendance office will inform the teacher(s) via email that the student is leaving early. The approved student's name will appear in the daily Attendance Bulletin. If you have any questions, please feel free to contact us at 2371attendance@dadeschools.net.