



Hapeville Charter School

La Escuela Charter de Hapeville

www.fultonschools.org/school/hapevillems

Main Campus
3535 South Fulton Avenue
Hapeville, GA 30354
404-767-7745

Sixth Grade Academy Building
3562 Elm Street
Hapeville, GA 30354
404-305-9772

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Doctor appointments, family trips, motor vehicle tests, etc., should generally be scheduled after school hours. If your child must miss part of the school day, he/she should:

1. Arrange to come into the Front Office for his/her dismissal.
2. Bring a dismissal note from home. This note **must** include a phone number where you can be contacted to verify the dismissal, the date and the purpose of dismissal, and a parent's signature.
3. The parent should phone the Front Office to request dismissal. A valid reason for dismissal is necessary. The Front Office will take down the phone number and return the call to confirm parental contact.
4. Students may be released to parents/guardians or other designees that have previously checked students out in the past or that participate in a carpool that brings a student to school. All other designees besides the parent/guardian should be on file with the school and/or PTCO.

It should be noted that all dismissal excuses will be verified.

Students with early dismissal should leave school grounds immediately.