

**Millville Senior High School Attendance Office
200 Wade Blvd
Millville, NJ 08332**

Dear Parent/ Guardian:

Your child is currently enrolled to attend Cumberland County Technical Education Center (CCTEC) for the 2017-2018 academic school year. Due to state testing, in service days, and other school events the school calendars for Millville Senior High School (MSHS) and CCTEC calendars do not always align. As a result, there are times when the PM CCTEC program will not be available for our students.

In these situations CCTEC students report to a PM study hall for the time when their classes are not available. If you wish to give your child permission to leave school or to arrive late when classes are not available for the dates outlined below, you must sign and **return this form to the attendance office by Oct. 27, 2017. If it is not signed and returned by Oct. 27, 2017, students will have to be called out of school without the absence being excused unless they have proper documentation.** If the form is not returned your child will take part in a study hall at the school during the times their CCTEC class is not available.

By signing you are stating you understand the following:

- Your child is only given permission to leave early from school specifically on the dates outlined below.
- Students must sign out at the security desk and must leave school property immediately. Failure to sign out and leave school property will result in disciplinary action.
- Each student is responsible for their own transportation to and from school.

PM Vo-Tech Students

Leave MSHS by signing out at the security desk at 10:47 AM

November 8, 2017
November 22, 2017
December 22, 2017
March 29, 2018
April 27, 2018

PM Vo- Tech Students DO NOT Report to MSHS

October 4, 2017
March 7, 2018

Please cut bottom and return. Please keep the top portion with the dates.

I hereby grant my child permission to follow a modified schedule only on the dates listed above due to a conflict in school schedules between MSHS and CCTEC. I am aware I am responsible for transportation if I choose to allow my child to follow the modified schedule. I am also aware the school is not responsible for my child before or after the times listed above.

All students must enter or exit through the main entrance doors and sign in or out at the security desk. Students who leave or arrive to school without signing at the security desk will be marked as leaving school grounds without permission.

Student's Name (Print)

Parent/ Guardian Signature

Date