



# END-OF-DAY STUDENT SUMMONS FORM



Date: \_\_\_\_\_

This form is used by faculty/staff as a request to see an individual student at the end of a school day.

A student's name will *not* be read over the PA system at closing prayer. This summons will be delivered in person by the Office of Student Affairs between the final lunch code and dismissal.

Dear \_\_\_\_\_, please report after dismissal  
(name of student)

to see \_\_\_\_\_ at/in the following  
(name of faculty or staff)

location before leaving school: \_\_\_\_\_  
(classroom, office, or other location)

Thank you.

Note to faculty/staff... please use the binders in the Main Office to identify where the student will be during the final two periods of the day.

Student is in **ROOM #** \_\_\_\_\_ during **PERIOD 7**

Student is in **ROOM #** \_\_\_\_\_ during **PERIOD 8**

Signature of faculty or staff: \_\_\_\_\_