



13 October 2026

Ref: PSD-PO-LTR-26-27/10-018

Dear PSD Parents and Guardians,

Subject: PA No. 7 - Circular No. 3 – Regulating Students' Departure from School During the School Day

Greetings from Philippine School Doha!

In compliance with **Circular No. 3 for Academic Year 2026–2027 issued by the Ministry of Education and Higher Education (MOEHE)** regarding the regulation of students' departure from school during the school day, Philippine School Doha reiterates its commitment to ensuring the safety, security, and proper supervision of all students while on campus.

As stipulated in the circular, students are **not permitted to leave the school premises during official school hours, including breaks and periods when no classes are scheduled**, except in circumstances allowed under applicable regulations and approved school procedures.

In this regard, parents and guardians are requested to strictly observe the following procedures whenever their child needs to leave school before the scheduled dismissal time:

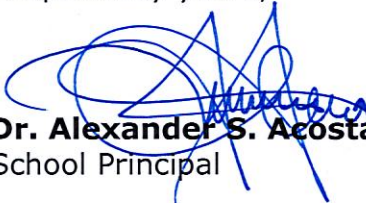
- 1. Submit a Formal Written Request.** Parents or legal guardians must obtain the **Student Early Departure Request Form** from the Office of the Vice Principal of the concerned department, complete all required information, and submit the form **at least two (2) days before the intended departure date**. The request must clearly state the reason for the student's early departure. Parents or guardians must also coordinate with the student's Class Adviser to ensure that the request is properly communicated and processed. Please be reminded that **submission of the form does not automatically mean it has been approved**.
- 2. Obtain Official Approval Before Departure.** The student may leave the school premises before the scheduled dismissal time **only after the request has been reviewed and officially approved by the school**. Parents and guardians are advised not to make arrangements for their child to leave early until authorization has been granted. Requests will be reviewed in accordance with applicable MOEHE regulations and school procedures.
- 3. Ensure Compliance with School Safety Procedures.** Students are expected to remain on campus throughout official school hours unless their early departure has been duly authorized. Parents and guardians are requested to reinforce this requirement with their children and cooperate with the school in implementing the prescribed safety and security measures.

These procedures are intended to protect our students, ensure that their whereabouts are properly monitored, and maintain an orderly and uninterrupted learning environment. Your cooperation is essential in helping the school uphold these requirements and ensure the welfare of every student.

We sincerely appreciate your continued trust, understanding, and partnership. By working together and observing these guidelines, we can maintain a safe, secure, and conducive learning environment for the entire PSD community.

Thank you for your cooperation and continued support.

Respectfully yours,


Dr. Alexander S. Acosta, JD
School Principal



Disclaimer:

This Parent Advisory (PA) is for PSD parents only. Posting of such in any unofficial site/ social media or chat rooms is strictly disallowed and shall be dealt with.

**STUDENT EARLY DEPARTURE REQUEST FORM****Parent/Guardian Authorization, Acknowledgment, and Waiver****PART I. STUDENT INFORMATION**

Student's Full Name		Date of Request
Student ID No.	Grade & Section	
Department: ___ Preschool ___ Primary ___ Junior High School ___ Kindergarten ___ Inter. ___ Senior High School		
Regular Scheduled Dismissal Time: _____		
Requested Date of Early Departure: _____ Time: _____		

PART II. REASONS FOR EARLY DEPARTURE

Please tick (/) indicate the reason for requesting early departure:

- ☐ Medical appointment or health-related concern
☐ Family emergency
☐ Other reason (please specify): _____

Detailed Explanation: _____

PART III. DEPARTURE ARRANGEMENTS

Please (/) select the applicable arrangement:

- ☐ The student will be picked up by the parent or legal guardian.
☐ The student will be picked up by an authorized representative.
☐ The student is requested to leave the school premises independently, subject to school approval and applicable regulations.

Name of Parent/Guardian or Authorized Representative: _____

Relationship to the Student: _____

Contact Number: _____

Qatar ID No. _____

PART IV. PARENT/GUARDIAN ACKNOWLEDGMENT AND WAIVER

I, _____, the parent/legal guardian of _____, hereby request and authorize my child's early departure from Philippine School Doha on the date and time indicated in this form.

I fully acknowledge and agreed the following:

1. **Voluntary Request.** I am requesting my child's early departure for the reason stated above and understand that the request is subject to the school's review, approval, and applicable policies and regulations.
2. **Responsibility After Release.** Upon my child's authorized release to me or to the duly authorized representative identified in this form, I acknowledge responsibility for my child's supervision, transportation, whereabouts, and safety from the point of release, subject to applicable law.
3. **Risks Associated with Early Departure.** I understand that my child's early departure may involve risks associated with travel, transportation, activities outside the school premises, and missed classes or school activities. I accept responsibility for making appropriate arrangements for my child's safe transportation and supervision after release.
4. **Acknowledgment of Incidents Outside School Supervision.** To the extent permitted by applicable law, I acknowledge that the school shall not be held responsible for incidents, injuries, losses, or other untoward events occurring after my child has been properly released in accordance with the school's approved procedures, where such events are beyond the school's control and are not attributable to the school's negligence, misconduct, or other legally actionable acts or omissions.
5. **Attendance and Academic Responsibilities.** I understand that my child is responsible for missed lessons, examinations, assignments, and other academic requirements resulting from the approved early departure, subject to the school's existing policies.
6. **Accuracy of Information.** I certify that the information provided in this form is true and accurate, and I agree to comply with the school's early departure procedures.

I have read and understood the statements above, and I voluntarily give my consent for my child's requested early departure.

Parent/Guardian's Printed Name: _____

Signature: _____ Date: _____

Contact Number:

Father: _____ Mother: _____

PART V. FOR SCHOOL USE ONLY

Reviewed by:

1. School Nurse (Note: The School Nurse signature is **required only for medical reason**)

Name and Signature over Printed Name _____

2. Class Adviser's Name & Signature: _____

3. Noted and Approved by:

Name and Signature of Vice Principal: _____

Decision: ☐ Approved ☐ Disapproved ☐ For Further Verification

Reason/Remarks: _____

IMPORTANT REMINDER: This form must be submitted to the designated school office and approved before the student leaves the school premises. Submission of this form does not automatically authorize early departure. The school reserves the right to verify the request and enforce applicable safety, security, attendance, and regulatory requirements



----- Please cut and to be presented to the Guard-----

PART VI: AUTHORIZATION for STUDENT'S EARLY DEPARTURE/ GATE PASS

Date: _____

To the Guard on-duty:

This is to certify _____ accompanied by
Student Name Grade & Section
his/her father/mother/ guardian is permitted to leave early from the school.

Fetches by:

Name & Signature of Father/ Mother

Date: _____

Attested by:

Class Adviser's Name and Signature over Printed Name

Date: _____

Noted/Approved by:

VP Academic Name and Signature over Printed Name

Date: _____