

Student Checkout Procedure

1. For safety reasons, in order for a student to be checked out, parents/guardians must show proof of identity upon entering the main office.
2. Checkout may only be carried out by a person on file with the main office.
3. Phone checkouts are discouraged and allowed only in the case of an emergency, written notice signed by a parent/guardian must be provided no later than two (2) school days after a student returns to school.
4. Please do not check your student out of school after 1:00 p.m. on Mondays and 3:00 p.m. Tuesday-Friday, unless there is an emergency. This is a safety and organization procedure.