

## **STUDENT CHECK OUT 101: IT'S EASY!**

Most dismissals that occur during the school day are pre-planned and can be a smooth process following these easy steps.

1. Write a note outlining the following –who (full name please) you are checking out, why you are checking out, date and time you are checking out, then sign and give a contact number. Please write legibly. Also, please note that the latest a student should check out is 3:30 pm. This avoids conflict with buses and car pool drivers arriving for dismissal.
2. Your student should bring this note to the front office on the day of the pre-planned early dismissal. The note will be approved and will then serve as a pass out of class at the noted time. Your student is then instructed to report to the front office at your stated time so be sure this accurately represents when you want them to be at the front office.
3. Check out (and in) requires that you enter the school front office and your student exit or enter with you.
4. When you arrive, you will sign your student out in the log and they will have reported to the front office as instructed.

This process will help us to keep instructional time productive and with minimal interruptions. Thank You!