

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.

CHECK OUT

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. Also, please note that the latest a student should check out is 3:30 pm. This avoids conflict with buses and carpool drivers arriving for dismissal.
2. Please send the note with your student on the day of the pre-planned early dismissal and have them report to the office upon. 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. ***NEW*** Check out now requires that you scan the QR code on the YELLOW flyer at the front doors with your smartphone camera and complete the ENTIRE questionnaire including, the taking a picture of your ID, then hit SUBMIT. Once approved, ring the bell.
4. If your checking a student out for the remainder of the day for Dr appt please scan and email that Dr. note to CMSfrontoffice@fultonschools.org

CHECK IN - ***NEW***

1. Please scan the QR code on the Yellow form on the window at the front doors. If you are checking in WITH a Dr note, please see at the bottom of the Check in/out form where you can take a picture of the note to attach to the Check In submission.
2. Once submitted and approved, please ring the bell to show the Approval from the app and direct your student to the office for a pass to class.