

Student Checkout Procedures

When a parent anticipates the need to check his/her child out of school prior to dismissal, the following procedure must be followed:

1. A note from the parent to the teacher should be presented to the teacher on the morning of the intended early checkout. This note should detail the reason for the early departure, the time the departure will take place, and when, if at all, the child might be expected to return to the class that day.
2. The teacher receiving the note should send it promptly to the Office Coordinator, who will prepare and have ready for the parent the Administrative Approval for Early Dismissal form.
3. The parent will come to the office before checking a student out to secure this completed form.
4. The parent will present this form to the teacher as the student is checked out. This form will then be returned to the office for placement in the student file.

Without this form, no student will be released to anyone prior to the end of the school day. This policy exists solely for the protection of our students, and towards that end it will be rigorously enforced.

Date: _____ Time: _____

My child _____ will be picked up early today at _____ o'clock.

We plan to go to _____
_____.

My child will return to school at _____ o'clock.

My child will not return to school today.

Parent or Guardian Name: _____

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