

CHECKING STUDENTS OUT DURING THE SCHOOL DAY

PREAPPROVAL:

If a parent or guardian needs to check out a student at a specific time, the following process must be followed by the student and parent/guardian:

- The student should bring to the attendance office a **checkout note BEFORE school, the day of check out**. NO EMAILS or PHONE CALLS
- The checkout note **MUST** include:
 - Reason for check out
 - Check out time
 - Phone number, should the attendance office need to reach you
 - Signature of parent/guardian
- The attendance office will issue a checkout pass to the student.
- When it is time for the student to leave, the student will show the teacher the checkout pass issued by the attendance office.
- The student must check out through the attendance office before leaving campus. Because prior approval was already given, the parent/guardian is not required to check out the student.

EMERGENCY CHECKOUTS:

If you need to check out a student, and a note was not sent in with your student, a parent/guardian **must come into the attendance office to check out the student**. Any parent/guardian **MUST** present their driver's license or passport at check out. The attendance office will verify ID. After ID is verified, the attendance office will send for the student.

Please remember that only parents/guardians and individuals identified on your emergency contact information in Infinite Campus can check your student out.

Attendance Office: 470-254-7101

Please note: *Students cannot be checked out (without a pre-approved note) after 3:00PM*