



## ***High School Student Checkout Procedures***

### **Procedure for checking out for appointments:**

**Bring a note** to the office in the morning before school or during lunch. The office will give you a pass to leave at the designated time. Show it to the teacher and leave for your appointment. When the appointment is over bring the pass back to the office to be admitted into class.

If you are being picked up for any reason, plan ahead as to where and when you will be picked up and be on time for that meeting.

### **Procedure for pre-arranged absences:**

When you know in advance that you will be gone from school for other than School Related absences, **bring a note** from home and bring that note to the office for a pre-arranged absence. You will have your teachers sign this and give you assignments for while you are gone.

If you are going to be gone for a School Related absence, your parent/guardian's signature is required on that form.

### **Procedure for going off campus during lunch: (9<sup>th</sup>-11<sup>th</sup> grade)**

**Bring a note** to the office from a parent stating either that you are going home or that you are going with a parent for lunch. This note needs to be approved by an administrator to be valid. It is not permissible to go anywhere during lunch unless it's home or with a parent. You may not ride home with another student.