Attendance Procedures

8/5/2015

Parents, for the safety of your students, it is required to come in to the school and **Sign out** your student.
**With a photo ID**, Parents or an emergency contact may sign out a student.
Emergency contacts can be added on skyward through the parent portal.

Lunch:
When your student is leaving school grounds for lunch, a parent or person on the emergency contact list needs to sign he/she out at the attendance office, before they leave.

**Sign**/Checking out (other) students:
In order to **Sign**/check out (other) students, we must receive verbal permission from the parent before the student leaves the School, or the person must be on the emergency contact list.
After permission is given to the school and **with a photo ID**, the person must **Sign out** all of the students, at the attendance office.

Thank you,