

# **STUDENT CHECK-OUT PROCEDURES & GUIDELINES**

**The last check-out of the day:  
Monday - Thursday is 3:45 pm  
Friday is 2:30 pm**

**Photo ID is required.**

For the safety and well-being of your student, please be advised of the student check-out procedures and guidelines.

- Custodial parents must call the front office at **321-773-7581 ext. 31601** **IN ADVANCE** to give permission for a student to be checked out by any person named on the student contact list. That person must show Photo ID to pick up your student.
- The contacts you provide for your student are **EMERGENCY CONTACTS** only. This means in an emergency situation if you as the custodial/registered parent(s) or documented legal guardian(s) are not available, you are instructing us to allow a person on your emergency contact list to check-out your student. This does not include doctor appointments or non-emergency related events.
- Please confirm that we have your most up-to-date cell/work phone contact information and email address. Thank you.