



SPACE COAST JR. SR. HIGH STUDENT CHECK OUT PROCEDURES & GUIDELINES

Please be advised of the student check-out procedures and guidelines in place for the safety and well-being of your student. **WE DO NOT ACCEPT CHECK OUTS FOR STUDENTS VIA EMAIL OR PHONE.**
In the event of an emergency administration will be contacted to assess the situation.

- The contacts you provide for your student are **EMERGENCY CONTACTS ONLY**. This means, in an emergency, if parent/legal guardian is NOT able to check out a student, the Attendance Clerk will contact a parent/legal guardian to verify person on the contact list can check out student. They must have proper identification.
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- The safety of our students is very important. Only parent/legal guardian can check out a student. If you would like someone on your emergency contact list to check out your student, you may. We ask that you write a note the morning of the checkout day requested; please provide the time, phone number and person checking out the student. Students will give the note to the Attendance Clerk. Attendance will call parent/legal guardian to verify the request. **Without** a written note, only the parent/legal guardian can check out the student with proper identification. Please make sure all people checking out a student have proper identification.
- If your contact information should change. Please provide our school the updated information.

STUDENT DRIVER CHECK OUT PROCEDURES (THIS IS FOR STUDENT DRIVERS ONLY!)

- Student must turn in a note to attendance first thing in the morning. The note will be from parent/legal guardian, stating the student may leave at a certain time.
- The Attendance Clerk will fill out **Student Release Pass** and hand it to the student, reminding student to give to teacher at the beginning of class and have it signed by that teacher.
- The attendance clerk will call parent/legal guardian to confirm permission of check out.
- At the time of dismissal, the student will give the pass back to the attendance clerk at the time of assigned check out. A student is NEVER allowed to just leave campus without seeing Attendance Clerk first!
- The Attendance clerk will fill out **Car Pass** and give it to student, this pass will allow the student to be in the parking lot and not be considered out of area.
- The student will sign out on the attendance kiosk.
- In case of emergency or the student is ill, administration will assess the student and determine if the student is well enough to drive home. ALL EMERGENCY SITUATIONS MUST GO THROUGH THE CLINIC.

Thank you for following our process to provide our students with a safe check out process. If you have any questions or concerns, please contact the Attendance Clerk.