



Procedures to pick up students early from school.

1. Parents or guardians are to call and notify the school 15 – 20 minutes prior to picking up students.
2. Once the parent arrives at school, they will present identification to Security Staff.
3. Staff will take their identification to the Attendance Office and retrieve the student from class.
4. The parent/guardian will wait OUTSIDE of the building for the student.
5. Attendance Office staff will verify the parent/guardian is authorized to pick up the student and complete the proper sign out documentation.
6. Staff will then take the identification back to the parent/guardian.
7. The student will come down and be dismissed through the front door off the building.