

Student Check-out Procedures for an appointment

When a student has an appointment during the school day and needs to leave:

1. The parent/guardian needs to call in to the attendance line before 9am on the morning of the appointment to leave notice of the reason for the absence, the time the student needs to get out and the approximate length of time the student will be gone. **Students needing to contact parents during the school day should do so using a phone in the main office (not using a teacher phone or cell phone).**
2. The office will write up a pink early dismissal pass that the student needs to pick up in the office in the morning.
3. When it is time for the student to leave, the student shows the pass to his/her classroom teacher and takes the pass to the main office to sign out on the blue log sheet.
4. When the student returns to school, he/she needs to return to the main office to sign in on the blue log sheet.
5. The office staff will write him or her a pass back to class.
6. If a student does not follow this procedure, his/her absence will be counted as unexcused until the student and his/her parents/guardian acknowledge that the student did not follow proper procedure, but the student will follow it in the future.
7. If it happens again, then the absence will remain unexcused and a meeting will be set up with the parent/guardian, student, Mrs. Ness and Mr. Carver.

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