

Pensacola High School Check-in/Check-Out Procedures

1. A parent or guardian must physically appear in the Front Office at the school to check a student out unless the student has his or her own personal transportation (not riding with some else) and completes the Parental Authorized Check-Out Permission Form on or before the morning of check-out.
2. Last-minute check-outs are discouraged and will REQUIRE principal/designee approval along with all supporting forms and documentation. Parents and guardians shall make every effort to submit the Check-Out Permission Form prior to 9 AM on the day of check-out for adequate processing time. **For safety and security, phone or email request will not be approved in the absence of an authorization form and valid driver's license.**
3. The Front Office is required to make contact with a parent to confirm the check-out. Fraudulent check-outs or attempts may result in disciplinary action. **The signer of the form MUST present or send proof of identification to accompany the request.**
4. At the time of check-out, the student must come to the office, present his/her valid ID, and sign out prior to leaving the campus. The student must leave the campus immediately after signing out.
5. If a student becomes ill during the day, the student will be sent to the clinic. Upon verification by the school nurse or designee, the staff will notify and inform the parent/guardian of the nature of the illness. The student will remain in the clinic until a parent/guardian is able to come to school. For safety, ill students will not be permitted to drive home without parental and principal/designee approval.
6. In all cases, students must sign in and out in the student office. Students who leave campus without adhering to check-out procedures are subject to disciplinary action.
7. NO checkouts will be allowed during state testing or final exam schedule.

(For student drivers)

Date of Check-Out _____

Time of Check-Out _____

Student _____

Student ID: _____

Reason: _____

Driving themselves? _____ Yes (must present ID upon checkout) _____ No

****All self-check-outs require pre-approval and require processing time.**

Parent's Name (please print) _____

Phone _____

Parent Signature _____

Date _____

***The parent MUST be physically present or provide a copy of a valid ID upon submission of this form.**

CHECK OUT

A student driver may leave school early if a Parental Authorized Check-Out Permission Form is completed, signed by a parent, and submitted to the front office by the student or faxed to 850-595-1519 (along with a valid driver's license), **on the morning of check-out**. The check-out form is available on the PHS webpage (<http://PensacolaHS.com>) or in the front office. Office personnel will call to verify the check-out. Students who falsify or forge parental credentials are subject to school discipline and revocation of privileges.

Other students may check-out if an officially authorized and designated adult personally retrieves the student. The person with whom the student is leaving must sign out the student in the front office. An officially authorized and designated adult is one listed in FOCUS as a mother, father, or guardian. This adult may also be asked to present a picture ID to the office staff at the time of checkout.

All afternoon checkouts must occur prior to 3:00 p.m. The student is responsible for obtaining and completing all work missed due to an early departure. Please note: This procedure is for reasons that would be excused under the attendance requirements of the rights and responsibilities handbook.

Office Use Only

Staff Member verifying check-out: _____

Does Parent Name Match Legal Guardian in Focus? _____ Yes _____ No

Was Parent Physically Present or Provided Valid Identification? _____ Yes _____ No

If not, was an ID sent verifying the guardian/parent? _____ Yes _____ No