



WAKEFIELD MIDDLE SCHOOL
STUDENT EARLY CHECK-OUT
2020-2021

EARLY STUDENT CHECKOUT

1. Upon arrival to the building, parent/guardian will use the main entrance door bell to notify the front office.
2. The front office staff will call the student from class while the parent waits outside.
3. A staff member will escort the student outside with a student sign out sheet.
4. Parent/guardian will need to **present his or her photo ID** and complete the paper sign out document.
5. Parents/guardians will need to wear a face covering while signing out student.

STUDENT CHECK OUT (ILLNESS)

1. When the parent arrives to the school, the parent will report to the main entrance and use the door bell to notify the front office of their arrival.
2. The main office will direct the parent to the side door and notify the Care Center.
3. The student will be escorted to the exit closest to the Care Center (Walker entrance).
4. The staff member will bring a sign-out sheet to the parent or guardian outside of the building.
5. Parents/guardians will need to wear a face covering while signing out student.