

Check-Out

- **A picture ID is required for Check-Out**
- **No check-out after 2:45 pm**
- **Students under the age of 18 can NOT check themselves out**
- **Students that are 18 years old can check themselves out. We must have written authorization from parent/guardian. The authorization must have a telephone number for verification. Students are to bring the written authorization to the Attendance Office at the beginning of the school day.**

Change of Transportation

- **Students are to bring change of transportation notes to the Attendance Office at the beginning of the school day.**
- **The note must include the parent/guardian signature and telephone number for verification.**
- **The Attendance Office will call parent/guardian to verify change.**
 - **If it is a change of bus number, approval is required from transportation.**
- **No change of transportation will be accepted over the telephone or by e-mail.**

Absences

- **All excuses for absences must be turned in within three days of returning to school**