

Student Dismissal Procedure

Early Dismissal

- All schools require an advance notice (a note) that students will need to be released from school early.
- When a parent/guardian member arrives at the school to pick up a child for early release, they are to report directly to the main office. Parents/guardians are not permitted to go to the student's classroom or any other secure areas of the building.
- Parent/family members must present a valid photo ID. If the individual does not have an ID in their possession, office staff will direct them to retrieve it. **NO EXCEPTIONS!**
- The photo on the ID must match the individual and the name on the ID must match the name listed on the student's Emergency Form. Again, all persons must be 18 years or older to sign-out a student. **NO EXCEPTIONS!**
- If the name and/or photo does not match, the student is not to be released. **NO EXCEPTIONS!**
- Once confirmed, office staff will make a copy of the person's photo ID and call the student from the class to the office. You must present ID each and every time you pick up a child and a copy will be made of your ID each and every time.
- When the student arrives at the office, the parent/guardian member will have to sign the log book. Once the needed information is filled out, the parent/guardian can leave with the child.

Non-Bussed Students-Normal Dismissal Time

- If(after the dismissal of all children has concluded) no adult is there to pick up a child, the child is brought back into the building. The student must then be signed out by a parent/guardian who is listed on the Emergency Form.
- The person picking up the student must show a photo ID that matches the name listed on the Emergency Form. **NO EXCEPTIONS!**

Buss Dismissals

- No parent may remove a student from the bus line for dismissals.
- Please report to the office and follow early dismissal procedures
- Changes (except phone number) on the Emergency Forms will not be accepted through the telephone.