

# Checking Out Note

*Please type or print*

Date: \_\_\_\_\_

Student's **Legal** Name: (no nicknames please and please print clearly)

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Last	First	Middle Initial
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Time student needs to be dismissed from school: \_\_\_\_\_

Reason:

- Appointment \_\_\_\_\_
- College Visit \_\_\_\_\_
- Other \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Students must bring this note to the Attendance Office by 9:45 a.m.  
to receive a check out pass.**

**You can meet your student in the front Kiss & Ride upon their Dismissal.**

***Email correspondence is not accepted for any Attendance related matters.***