

Dear Parents,

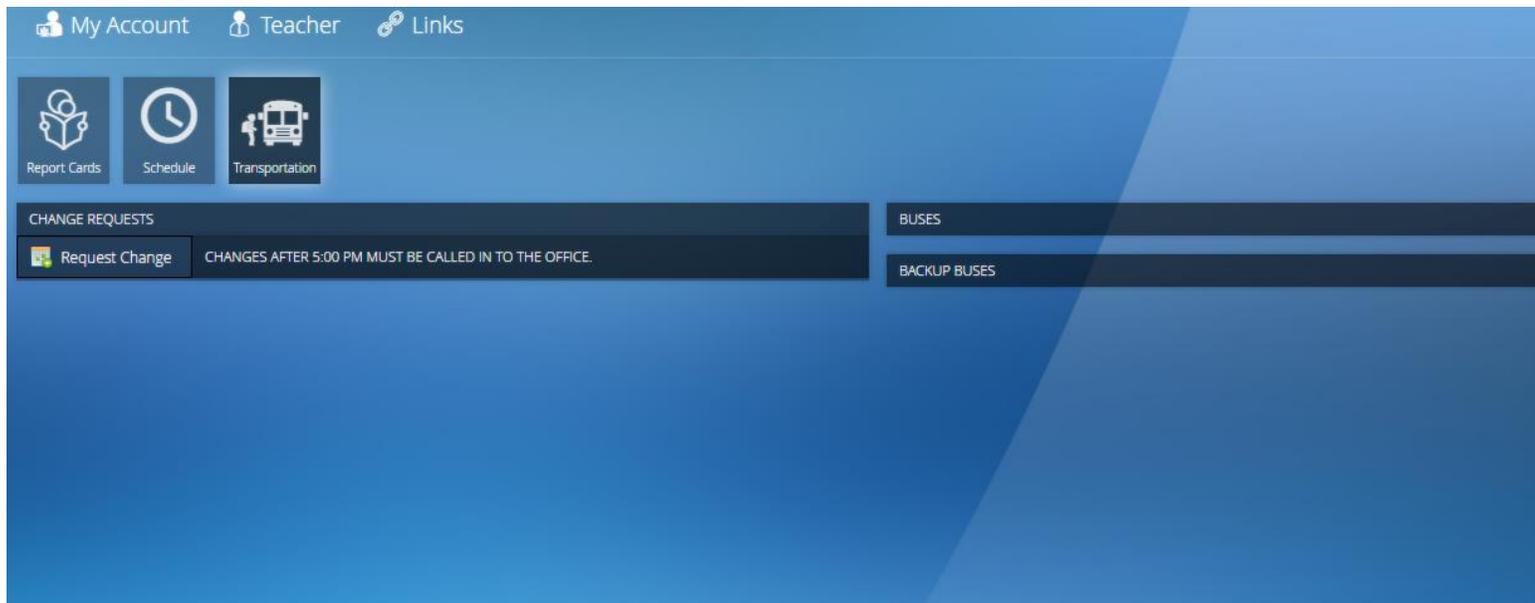
In an effort to maintain proper records and accountability, we have establish the following system for parents to sign students in and out of school:

Signing into school

Upon late arrival to school, students are first required to stop in the academic office and either hand in a note from their parents acknowledging their child's tardiness or fill out the [absent/late card online](#) prior to the student arriving at school. Once either has been received in the office, the student will be signed into school.

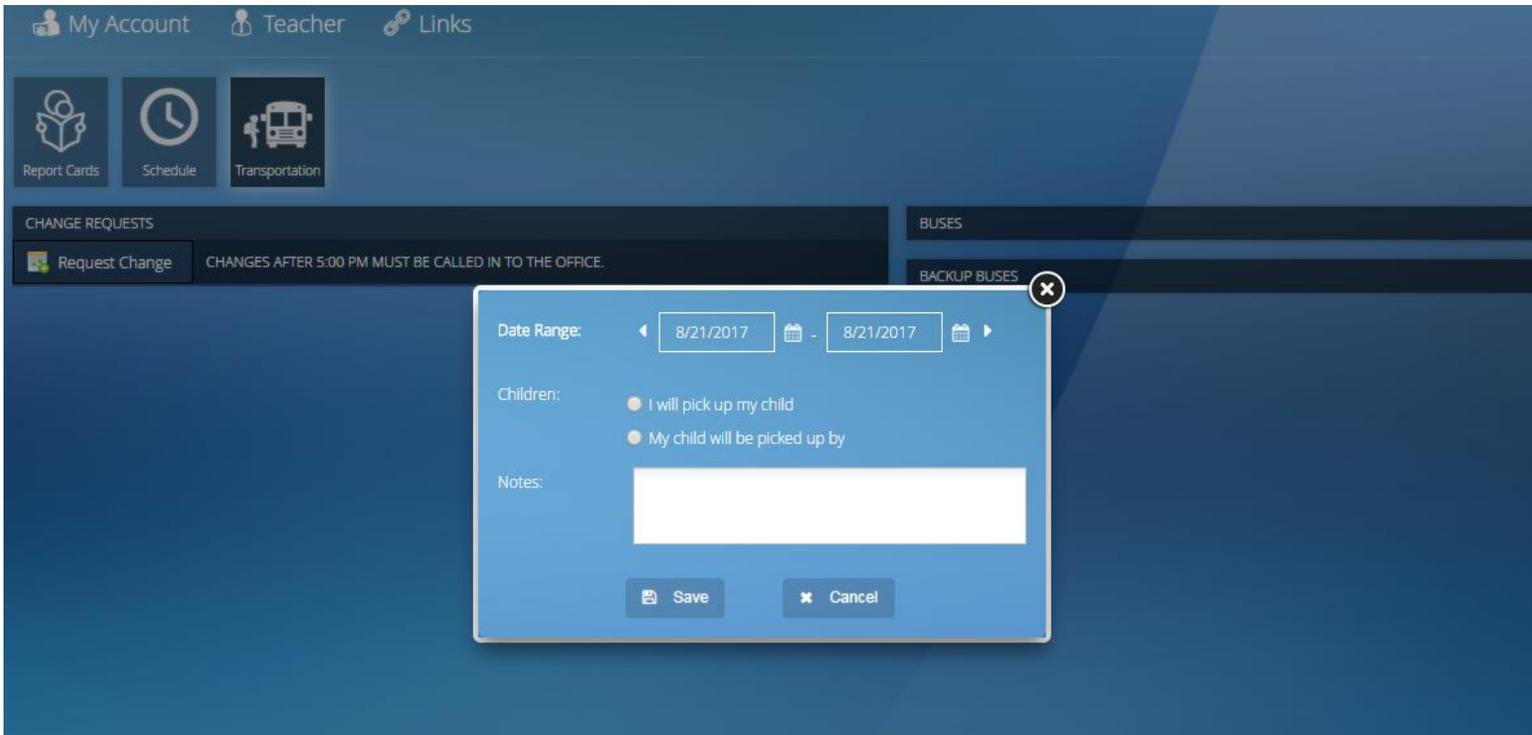
Signing out of school

In order to leave the campus, every student must stop in the Academic Office and be signed out of school. For an explanation of our attendance policy, please see the parent-student handbook. To sign child/ren out a parent must complete the sign out form through the [online parent portal](#). In the portal, click on 'transportation' to be taken to the following screen:

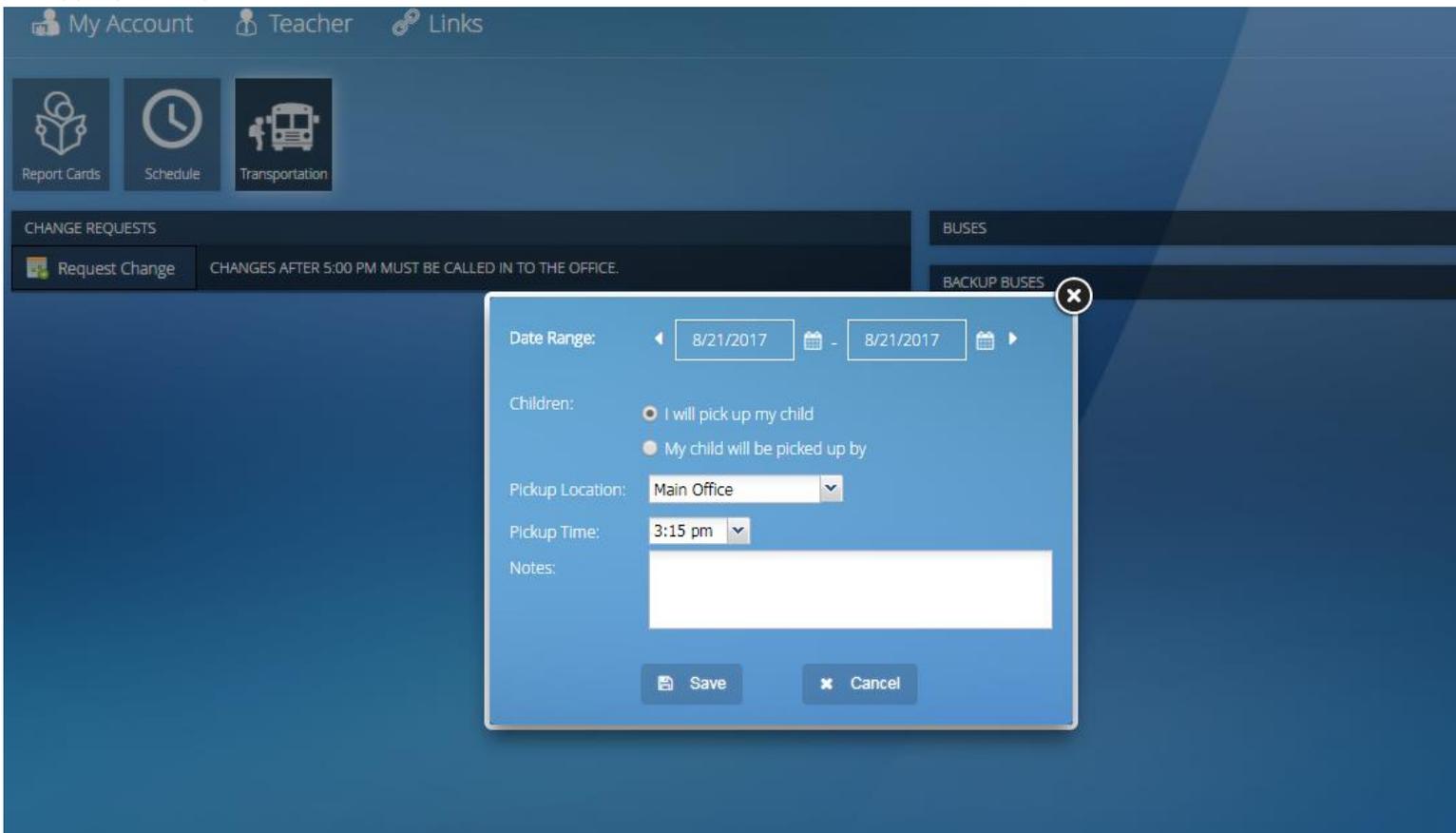


To sign out your child, please click "request change".

You will be taken to the following screen:

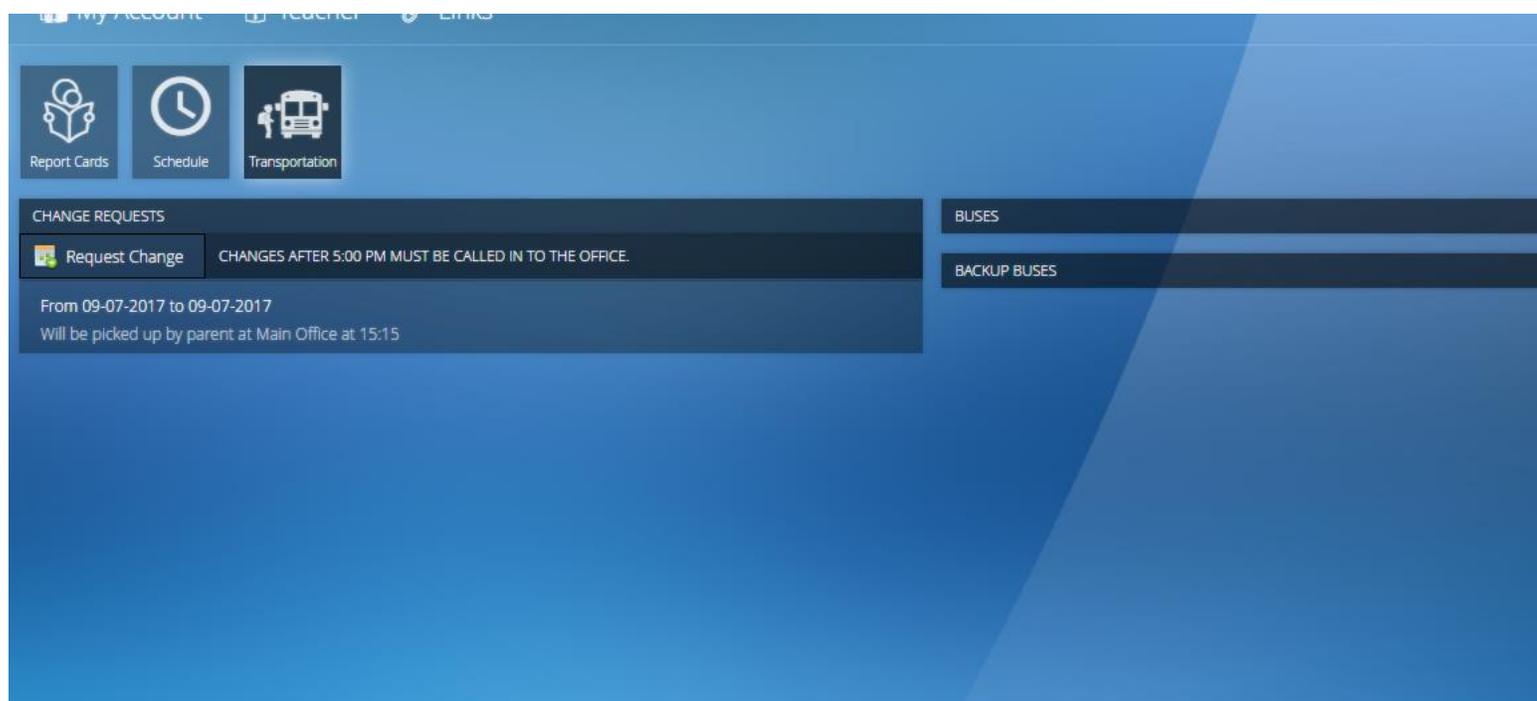


If you have multiple children in the school you can choose to sign out one or more students at this point. Please select the appropriate option and continue to the next screen:



On the above screen, please choose “main office” and a pickup time.

Once you have completed the above screen and clicked “save”, the following screen will come up:



The person picking up the student does not need to come into the school office; however **the student must stop in the Academic Office before leaving.** We will confirm at this point that the student has been signed out via the portal. If your student comes into the Academic Office and you have not signed him or her out via the portal, the student will not be able to leave the campus.