



BARTRAM TRAIL HIGH SCHOOL

CHECKOUT PROCEDURES

- **SITUATION #1:** Parent/Guardian picking up student (prearranged)
 - **Before school:** Parent note turned into the **FRONT OFFICE** by the student (emails or phone calls not accepted). A pass will be issued to the student by the front office.
 - **Arrangements:** Release must occur before 3:15pm during normal school hours and 2:15pm on early release Wednesday.
 - **Release from class:** Students should present their classroom teacher the note and leave at the time indicated.
 - **Student retrieval:**
 - Students picked up at front office **ONLY**
 - Parent/Guardian **MUST** show picture ID to check out student
 - Parent/Guardian **MUST** be listed on the student's contact information
 - Students **MUST** be signed out
- **SITUATION #2:** Parent/Guardian picking up student (not prearranged)
 - **During school:** The parent/guardian **MUST** come to the **FRONT OFFICE** to request student (emails and phone calls are not acceptable)
 - **Arrangements:** Release must occur before 3:15pm during normal school hours and 2:15pm on early release Wednesday.
 - **Student retrieval:**
 - Students picked up at front office **ONLY**
 - Parent/Guardian **MUST** present picture ID to check out student
 - Parent/Guardian **MUST** be listed on the student's contact information
 - Students **MUST** be signed out
- **SITUATION #3:** Student transports themselves off campus (prearranged **ONLY**)
 - **Eligible students**
 - Juniors and Seniors with valid parking passes **ONLY**.
 - If the student driver is transporting a sibling off campus, a NOTE must be provided for both the driver and the sibling.
 - Students **CANNOT** be transported off campus by non-siblings (friends/unrelated students) during school hours.
 - **Before school:** Parent note turned into the **ATTENDANCE OFFICE** by the student (emails or phone calls not accepted). A pass will be issued to the student by the office.
 - **Arrangements:** Release must occur before 3:15pm during normal school hours and 2:15pm on early release Wednesday.
 - **Release from class:** Students should present their classroom teacher the note and leave at the time indicated.
 - **Student release:**
 - Students **MUST** sign out at the front office.
 - Students are required to have their driver's license at check out.
 - Students cannot transport or be transported off campus for early dismissal by another student (other than siblings)