

BLACKRIDGE ELEMENTARY

STUDENT CHECK-IN / CHECK-OUT PROTOCOL

CHECK-IN:

We request that all students check-in at the office when arriving after the 8:30a.m. bell. If students are more than 10 minutes late, we ask that a parent/guardian escort them to the office to obtain a check-in slip.

CHECK-OUT:

In an effort to help ensure the safety of your children, students will only be called from the classroom to check-out when the following conditions have been met:

- The Parent or Guardian is in the office and has presented a valid driver's license or other official picture ID to the school office clerk. (*Advanced phone calls requesting that a student be called from the classroom to check-out will not be accepted*).

- The Parent or Guardian is listed on the Student's school record as being authorized to check their student(s) out of school.

Please remember to have your picture ID with you and allow a few extra minutes for your student(s) to arrive at the office.