

# **West Florida High School Check-Out Policy**

It is important that students attend school all day, every day, to get the most out of the educational opportunities provided at West Florida High School. When a student checks out of school, he/she is marked absent in the class periods for which he/she does not attend. **Each absence must be explained (even when checking in and out).**

If a student becomes injured or ill while at school, he/she will receive a pass from a teacher to report to the clinic. Our clinic staff will communicate with parents/guardians regarding check-out. Parents/guardians are responsible for providing notification within three (3) days of the student's return to school, or the absence will result in an unexcused absence. Notification of a student's absences should be completed on an Absence Verification Form that is available on the district's website, the WFHS website, and in the Attendance Office at WFHS. **If a student has two or more unexcused absences in any class during a grading period, he/she will require prior administrative approval to miss school for any school sponsored activity i.e., field trip, athletic travel, competitions, etc.). Parents and students are encouraged to routinely monitor attendance in Focus and to report concerns *immediately* to the Attendance Clerk.**

Students who check in or out of school for a medical/dental appointment must provide documentation from the medical professional upon returning to school for the absence to be excused

In preparation for the dismissal, student check-outs end at 2:30 each day. Please refer to the Student Rights and Responsibilities Handbook for more information related to student attendance. Our check-out policy requires a parent or guardian, **authorized on the blue card**, to sign a student out from the main office before a student is dismissed. This applies to all West Florida High School students, regardless of age. We recognize that emergencies do occur, and at the high school level students drive to school. To help with these situations we will attempt to accommodate parents with the check-out process. **However, failure to comply with procedures can result in the loss of pre-approved, student-initiated check-outs and participation in special events during school hours.**

To arrange for a pre-approved check-out (**24 hours advance notice**), or in the event of an emergency, the student or parent/guardian will provide the following documentation to Mrs. Francis in the Attendance Office:

- Handwritten note by the parent/guardian to include:
  - o Student's name
  - o Date & Time for check-out
  - o Reason for check-out (**must meet District criteria for an excused absence**)
  - o Parent contact number AND SIGNATURE
- A copy of the requesting parent's driver's license (These are **not** kept on file)

**Failure to provide the necessary documentation to excuse a check-out may result in a loss of privileges for future student-initiated check-outs.**

Documentation can be submitted in person, via email to [jfrancis@ecsdf1.us](mailto:jfrancis@ecsdf1.us), or via fax to (850)471.6019. Mrs. Francis may follow up each request with a confirmation phone call to the requesting parent. Please be advised that we request 24 hours' notice to allow for approval and the confirmation communication. In the event of an emergency, the Clinic staff will be the first to notify Mrs. Francis. As previously stated, students should submit an Absence Verification Form, and documentation from a medical professional, upon return to school to have the absence excused. **Failure to provide the necessary documentation to excuse a check-out may result in a loss of privileges for pre-approved, student-initiated check-outs.**

Attending West Florida High School is both a privilege and a choice. Students must maintain acceptable attendance to remain eligible for continued enrollment at West Florida High School.