

# Legacy Junior High

## Pre-Arranged Checkout Notification

Pre-Arranged Check out is only for those students who check out at the same time or during the same class period regularly. Examples of this would include:

- a student who is taking a magnet course at another school for the term or semester
- a student who travels home for lunch

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Reason for Regular Check-out:

Approximate Checkout Time:

- Lunch      A Days: \_\_\_\_\_      B Days: \_\_\_\_\_
- Class Period      *please list* \_\_\_\_\_      date range: \_\_\_\_\_

### **Student Responsibility:**

Students must continue to sign out **each day** through the main office. They will need to have the checkout notification card in order to sign out, if they do not have this card then a parent/guardian must be present. Additionally, if there is any misuse of the pre-arranged checkout card the student will lose this privilege.

### **Parent Responsibility:**

This form indicates that during the above-mentioned times Legacy Junior High is releasing the responsibility for the safety and wellbeing of the student back to the parent/guardian. Please note that students **must** have their checkout card; if a student does not have the card a parent/guardian will need to be present *with* photo ID in order to check the student out.

Student Signature: \_\_\_\_\_

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

Parent ID checked      Date: \_\_\_\_\_      Office Staff: \_\_\_\_\_

Checkout Card issued      Date: \_\_\_\_\_      Office Staff: \_\_\_\_\_