



JOSHUA ROBERTSON  
PRINCIPAL

# Daleville High School

626 NORTH DALEVILLE AVENUE  
DALEVILLE ALABAMA 36322  
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TED FOLSOM  
ASSISTANT PRINCIPAL

## Check Out Procedures

**In order to check out, the parent or guardian will need to:**

1. Visit the school's front office with a picture ID before 2:30pm **OR**
2. Provide a written note for your student to turn in to the secretary no later than 10:30 am. The check-out notice must include the students' name/grade, parent/guardian's full name, and a valid phone number. The secretary will call the parent/guardian to verify the signed/dated document

**Please Note:**

- There will be no over the phone check-outs.
- There will be no check-outs between 2:30-3:00 pm.
- Students will only be released to those persons listed in iNow.
- All check-outs will be in the front office.
- No student will be allowed to check out and/or leave with another student driver.
- The only students that can check-out with a note or email are student drivers who meet the following qualifications:
  1. Has purchased a Daleville HS parking pass
  2. Has a valid driver's license
  3. Has proof of valid car registration
  4. Has proof of current insurance