

# Woodstock High School

*SY 2023 – 2024*

## Checkout Procedures

At WHS we are constantly reviewing our procedures and practices to keep the safety and well-being of our students first and foremost while also ensuring better outcomes for our students and families. With these priorities in mind, please review the Checkout Procedure for the year:

### How to Check Your Student Out of School at WHS:

***Students who are 18 years old (or older) and/or students who drive to school and park on campus (those who have registered for and received a parking decal):***

1. Notify WHS in one of three ways:
  - Sending an email to [whs.attendance@cherokeek12.net](mailto:whs.attendance@cherokeek12.net)
  - Submitting a handwritten note to the Attendance Office
  - Having a parent/guardian on the student's contact list physically arrive in the front office with ID
  - *(Phone call checkouts still cannot be taken; anyone calling in to checkout a student will be asked to submit the request in writing.)*
2. Once we receive notification, we will document the checkout in our student information system.
3. Students can stop by the Attendance Office in between periods to receive their checkout slip, which they will need to exit campus. With the slip in hand, students may leave campus at the time specified by the parent/guardian.

***Students under the age of 18 and those who do not drive to school:***

1. Notify WHS in one of three ways:
  - Sending an email to [whs.attendance@cherokeek12.net](mailto:whs.attendance@cherokeek12.net)
  - Submitting a handwritten note to the Attendance Office
  - Having a parent/guardian on the student's contact list physically arrive in the front office with ID
  - *(Phone call checkouts still cannot be taken; anyone calling in to checkout a student will be asked to submit the request in writing.)*
2. Once we receive notification, we will document the checkout in our student information system.
3. Students will remain in class until the parent/guardian (or someone on the student's contact list) arrives in the front office and checks him/her out. Even though a written note/email has been sent, the parent/guardian/contact will have to enter the building with a valid ID to pick up the student. Once the parent/guardian/contact arrives and is confirmed, the student will be called from class to the front office.