



## Enterprise High School Check Out Form

In order for a student to check out without a parent present, the following directions must be followed:

- Complete this form with accuracy and in a way that is legible.
- Provide this form to the employee working the window at the front office (EHS Main Campus or ECTC Campus) prior to leaving campus.
- Complete and provide a School Excuse Form (located on the EHS Website) to one of the black boxes located on EHS Main Campus (lobby or first floor) within 3 days of a student's return to school from an absence. **THE CHECK OUT FORM DOES NOT SERVE AS A SCHOOL EXCUSE.**

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

Grade:                    9        10        11        12

Date of Checkout: \_\_\_\_\_ Time of Checkout: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

By signing below I acknowledge that my student is responsible for work missed as a result of this Check Out and for turning in a School Excuse documenting the nature of this Check Out within 3 days of his/her return to school.

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Phone Number: \_\_\_\_\_