

## **Check - In Procedure:**

Students arriving to school following the 7:20 a.m. tardy bell will report to the Front Lobby /Attendance Office (Commons). To be considered for an excused check-in, the student must bring a note signed by parent/guardian stating the date, reason for the lateness, and a phone number for follow-up. To be excused for a doctor or court appointment, the student must provide medical or court documentation of the appointment when he/she returns to school.

**Students arriving late to school without proper documentation will be considered unexcused.**

Check-ins will be regarded as tardies. Parents are not required to check their child in.

Parent notes will be accepted for five (5) check-ins or tardies per term. After five check-ins or tardies, formal medical documentation will be required for the purpose of validating a serious or extended illness.

Please note, failure to check in with the Front Lobby / Attendance Office may cause the student to be considered as AWOL from class.

## **Check – Out Procedure:**

Students who need to leave campus during the day **must** check out through the Front Lobby. Students who do not follow this procedure will be considered AWOL and may receive appropriate consequences. Contact with a parent or guardian is required before a student is released from school. This includes all students including those 18 years old or older. **Parents are not required to come inside for student if verification has been made.**

Procedure for Checking Out:

- Students may bring a note to the Attendance Office (Commons) between 6:55 a.m. – 7:15 a.m.
- Parents may email a note to [NHSAttendance@gwinnett.k12.ga.us](mailto:NHSAttendance@gwinnett.k12.ga.us). Please email by 7:20 a.m. for same day check out in order to allow time to verify the check out.
- **The note should include the following: date, student’s first and last name, student number, check out time, reason for the check out, if the student will be picked up or drive, parent signature and phone number(s) for verification. No student will be released until contact with parent is made.** Please allow your child at least 10 minutes to leave class and report to the Front Lobby when checking out.
- Student will meet their parent at the Front Lobby entrance of the school unless other arrangements have been made or the student is allowed to drive.
- **Students are not allowed to check-out after 1:30 p.m. or during final exams.**

- Students checking out for a doctor, dental or court appointment will be considered **unexcused** until the Attendance Office has been provided with medical or court documentation of the appointment.

### **For an emergency/illness and other check outs**

In the case of an emergency, please call the Attendance Office at 770-447-2630 for check out.

- Students who need to check out for an illness or injury must be processed through the clinic.
- The student should obtain a pass from his/her teacher to go to the clinic to call a parent, guardian or emergency contact person listed on the clinic card.
- The parent/guardian will be contacted for permission to check out. Only those listed on the clinic card will be allowed to check out students.
- Student will bring a permission slip from clinic to the Front Lobby for an excused check out due to illness.
- Students must officially check out through the Front Lobby.

**Checking In / Out Repeated:** Administrator's monitor student check ins and check outs. Students who have excessive check ins and / or check outs may be given restrictions or use some other alternative. A student who checks in / out of school five or more times in a semester may have his / her parking privileges revoked at any time or not be given permits to make-up work.