

Procedures for calling your student out early at BBCHS.

Welcome to BBCHS!! Hope this letter finds you well.

This will help us and the parent(s)/guardian(s) to get the student out on time or promptly.

How to call a student out of school for an early release: We ask that you call the attendance line 815-937-3707, dial 1 for attendance, and leave a detailed message of:

- Students' first and last name
- Caller's name
- Phone number
- Date and time in which student needs to leave

***Please Note:** only the primary parent(s)/guardian(s) can call the student out; however, anyone can pick up the student

If no one answers, please do not hang up without leaving a message, attendance can search voicemails if/when a student comes down.

You can call the night before or early morning to give the attendance line time as we get many voicemails for passes to be sent and leave all the above information on our voicemail. That will give enough time to send the pass to their class in the morning.

Please avoid just showing up without a previous call, this will delay your student getting out. We understand emergencies arise, however, we recommend calling 60 minutes before the student needs to leave. Plenty of notice allows time for the attendance to check information and send a pass to a student. We are unable to send passes during gym, lunch, or study hall. If your student needs to be released during that time on short notice we ask in addition to leaving the attendance line a voicemail, to send a message to your student to come to SS9.

If your student has not received their pass within 10 minutes of their leave time: Please send them a message to come to SS9 Attendance Office.

If your student comes in late or comes back from an appointment:

- Please call attendance and leave voicemail if you are aware they are coming in late
- Ask them to sign in with the greeter when they arrive so their attendance can be updated to present for the time they are here.

If it is an emergency, we ask that you call the main office at 815-937-3707, Dial 7, and ask them to send SS9 attendance a message immediately so we can find your voicemail that you left or they will transfer you to us at that time, and also ask that you text your student asking them to go down to SS9 to get pass to leave.