



**2025 - 2026**

## **FRONT OFFICE PROCEDURES**

### **VISITORS**

All visitors to CVHS must present valid ID. For the safety and security of our students and faculty please be patient as we verify our guests.



### **FOOD DELIVERY**

**PER CCSD POLICY WE DO NOT PERMIT OUTSIDE FOOD DELIVERIES.**

**PLEASE DO NOT BRING FOOD OR DRINKS FROM RESTAURANTS TO YOUR STUDENT.**

***WE ARE HERE TO HELP OUR STUDENTS, PARENTS AND STAFF. OUR PRIORITY IS EVERYONE'S SAFETY AND SECURITY. LET'S HAVE A GREAT GRIZZLY YEAR!***

### **DROP OFFS**

We strongly encourage your students to be responsible for their belongings and assignments. If there is a critical item that must be dropped off, there is a cart outside where you may leave it. Office staff will periodically check for items and bring them inside to the drop off area in the front office. Your student cannot come outside to meet you or to get items from the cart.

### **OTHER THINGS TO KNOW**

- **Certificates of Enrollment for Learner's Permit and Driver's License:**
  - Your student can sign up for the COE in the front office. There is a \$3 fee payable online or in cash. There is a 24 hour turnaround time for the COE.
- **Lost & Found:**
  - Lost and Found is located in the front office. Items will be donated at the end of each month. If your student is missing an item please encourage them to check lost & found in a timely manner.
- **Medication:**
  - Information regarding prescription and over the counter medication can be found here: [Medication Authorization Form](#)



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