JASPER HIGH SCHOOL

Attendance Sign Out Process

If a student must leave school during school hours, a note from the parent or legal guardian must be sent to the attendance office the morning of the appointment. The attendance office will issue a pass for the student to leave the classroom. Approval from the attendance office is necessary before the teacher can allow the student to leave the class. The student must show their pass to the teacher so they can be dismissed at the stated time. Once the student comes down to the attendance office, they must be signed out by a parent. If they are allowed to drive off campus, that must be written on the parent note. The student will need to sign out at the attendance office. The parent note should have the following:

1. Full name of student
2. Student's ID#
3. The time the student is leaving
4. Reason for leaving
5. Parent Signature
6. If they drive themselves, please write that on your note. We cannot let them drive off campus without written permission.

If you have any questions, please feel free to call me. Thank you!

Lisa Frost
Jasper Attendance Clerk
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