

Regular Early Leave Procedure

Step 1

Early leave requests must be submitted electronically via the Attendance Portal (bhs.schoolriver.com) before 8:20 am in order for the Summer School Office to verify the request. Please submit the request as soon as you become aware that your student will need to leave early.

Step 2

Student picks up the early leave pass from the Summer School Office/Counseling Center before school or during lunch.

Step 3

Students must present their early leave pass to their teacher and submit it to the supervision personnel at the Haynes gate before leaving campus.

Please scan the QR code to access the Attendance Portal.



or go to

bhs.schoolriver.com

Special Circumstances Early Leave Procedure*

If we do not receive an early leave request before 8:20 a.m. or a student needs to be picked up unexpectedly, this procedure will be followed:

A

A parent/guardian or verified emergency contact must be physically present at the Haynes Gate to pick up the student.

B

Only parents/guardians listed as contacts on Aeries may request an early leave for their student. Others listed in the emergency form may pick up the student, but only the parent/guardian may complete the request. Please remember that this request must be done electronically on the Attendance Portal paper or email. Notes will no longer be accepted.

C

Please be prepared to wait at least 15 minutes for your student. **Remember that all the following steps must be completed before your student is allowed to leave campus:**

- i. Early leave request submitted.
- ii. Early leave request verified.
- iii. Student summons from class.
- iv. Student picks up early leave pass from counseling center.
- v. Student walks to Haynes Gate to meet parent/guardian.