



Cache County School District

Policy Series 3000: Students

Policy 3400 P6

Student Check-Out Procedure

Purpose

To ensure the safety and accountability of students who leave school before the end of the school day and to maintain accurate attendance records in accordance with Utah law and district policy.

Parent/Guardian Check-Out Requirements

For students in Elementary and Middle School:

- 1) A student may be released from school during the school day only to:
 - a) A parent or legal guardian listed in the student's school record;
 - b) Listed emergency contacts, or an individual specifically authorized by the parent or legal guardian; or
 - c) An individual authorized by a court order or other legal documentation on file with the school.
- 2) Parents or guardians requesting early release of a student shall:
 - a) Report to the school office;
 - b) Present valid government-issued photo identification; and
 - c) Sign the student out through the school's established check-out system.
- 3) For the protection of students, office personnel shall verify the identity of any person requesting to remove a student from school before releasing the student.
- 4) Office staff shall:
 - a) Record the student's departure time;
 - b) Document the person assuming responsibility for the student; and
 - c) Update attendance records to reflect the student's absence for the applicable portion of the school day.

For students in High School, an open campus environment:

- 1) A student may be released from school during the school day only by a parent/legal guardian or an emergency contact when:
 - a) That individual comes into the school and presents a valid government-issued ID; or
 - b) The parent or guardian calls in to the school using a phone number listed in their student's contact information.
 - i) In this case, students are required to sign out in the attendance office prior to leaving campus.

- 2) Students who leave campus without office permission may be given a truancy, and are subject to general absence excusal procedures.
- 3) Office staff shall:
 - a) Record the student's departure time;
 - b) Document the person assuming responsibility for the student; and
 - c) Update attendance records to reflect the student's absence for the applicable portion of the school day.

Authorized Designees

- 1) A parent or guardian may authorize another adult to check out a student by:
 - a) Listing the individual as an approved emergency contact or pick-up person in the school's contact information; or
 - b) Providing written or verbal authorization to the school office before the student's release.
- 2) The school shall require identification from any authorized designee before releasing a student.
- 3) School personnel may refuse release of a student if:
 - a) The individual's identity cannot be verified;
 - b) The individual is not listed as an authorized contact and authorization cannot be confirmed; or
 - c) Release would violate a court order, custody order, protective order, or other legal restriction on file with the school.

Custody and Court Orders

- 1) The school shall follow current court orders and legal documents provided to the school.
- 2) In the absence of a court order restricting access, either parent with legal rights to the student may generally check out the student.
- 3) Parents are responsible for providing the school with copies of any custody orders, protective orders, or other legal documents affecting student release.

Emergencies

In emergency situations, the principal or designee may release a student to an authorized individual when doing so is necessary for the student's welfare and consistent with applicable law and district policy. During an active emergency evacuation, standard office checkout protocols are suspended, and all student releases must strictly route through the formal Family Reunification Protocol.

Attendance Documentation

Students checked out during the school day shall be marked as excused or unexcused in accordance with district attendance policy and Utah compulsory attendance laws. Parents may be required to provide documentation supporting the reason for the early release.

Exceptions

Students who are 18 years of age or older may check themselves out unless otherwise restricted by district policy or enrollment agreements.