

# Grimsley Check-In and Check-Out Procedures

- Ring the bell outside the door. You will be greeted and we will unlock the door to assist you in the office.
- Have your driver's license or State ID with you for checking out your student or to check in as a visitor.
- If you are checking in, you will be given a visitor's sticker to wear while in the building. Please return the visitor's sticker to the office when your visit has ended, so we can check you out. Siblings of current students are not allowed because of the dual problems of space and class disruption; this includes the lunch hours.
- If you are checking out your student for any reason, you are required to come into the front office. (Remember to have your driver's license or State ID.) You are encouraged to not check your student out for non-medical reasons, (i.e. lunches, haircuts, assemblies, trips, etc.).
- Students are not allowed to check out from school with any persons that are not listed on their Contact Information.
- Notes and/or phone calls will not be accepted for check-out purposes. The person picking up the student needs to be added to the Contact Information ahead of time.
- Due to the length of the Parent Pick-Up line and as a safety precaution for our students, we ask that you be here no later than 3:05 PM if you need to check out your student.

**\*\*For students checking in late or returning to school from an appointment, the student may ring the bell and we will let him or her into the office to receive a pass to class. Parents do not need to come into the office to check in a student.\*\***