

Semester Exam Checkout Procedures

During semester exams, students are allowed to check out after their testing periods are completed. This must be done by a parent or with prior parent approval with a signed note.

Here are the guidelines for checking out.

1. Students can only check out **AFTER** the testing period is completed. No one will be allowed to leave during a test.
2. Students who are not checked out by a parent/guardian must turn in a signed parent note with the student's name, the date of the test AND a **PARENT/GUARDIAN** signature. Phone calls, faxes, emails and text messages will not be accepted as permission to check out.
3. Check out notes are to be turned in to Mrs. Reed and Mrs. Zulpo in the office at the beginning of each test day.
4. Adults who check students out must be on that students check out list or they will not be allowed to leave.
5. Once a student checks out, **they must leave campus** and are not allowed to return until the next day of school, with the exception of after school activities. Students may not check out to miss a non-testing period or to go get lunch and then return for the next testing period.