

Procedure for checking students out of class:

Please have the student bring a note to the office before school begins. The note should contain the following information:

- date
- student's name and homeroom teacher
- nature of appointment (medical, dental, etc.)
- time of day student is to be dismissed
- signature from parent

Upon presentation of the note, the office will issue a "partial day pass" to the student containing the above information. When the time arrives for the student to leave class, he or she shows the pass to the teacher, then reports to the office with the pass. (Parents must pick up students from the office).

If the student will be returning to campus after the appointment, the student should report back to the office with the pass in order to be checked back into school.

If you have any questions regarding this procedure, please call the school office @ (626) 299-7060.

Thank you for your cooperation!