



AUBURNDALE HIGH SCHOOL

#1 Bloodhound Trail
Auburndale, Florida 33823

Phone: (863) 965-6200
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Tye Bruno
Principal

Student Check out Procedures

- **All check outs are processed in the main office. Students cannot be picked up from school without going through the proper check out procedures.**
- Students may only be checked out by adults with 'pick up' permission on the emergency contact list.
- Adults checking students out must present a driver's license or valid photo ID to the front office staff.
- Student drivers that need to check themselves out will need to go to the front office and provide a written note signed by a parent or legal guardian, granting permission for the student to check out. Parents or guardians can also call the school to request a self check out. Please do not email the office staff to request a check out. A school administrator will need to speak to the parent or approved adult by phone before approving the check out. **All self check outs must be approved by a school administrator.** For reasons of safety and security, school administrators may ask a series of questions in order to confirm the identity of the parent/adult.
- **All check outs are processed in the main office. Student drivers cannot leave campus without going through the proper check out procedures.**
- Students who check out from school will be marked 'absent' for their time off campus. A note or other form of documentation (appointment notice, doctor's note, court summons, etc.) must be provided to the office within 72 hours in order to excuse all missed classes.
- If you know your child has an upcoming doctor's appointment, court date, meeting, etc. during school hours, we ask that you plan ahead. You can prearrange for your child to check him/herself out by providing a note and getting administrator approval before the day of the check out.
- **All check outs are processed in the main office. If a student becomes sick while at school, he/she must report to the school clinic to get evaluated by the school nurse. If it is determined that the student is too ill to stay in school, he/she must go through the proper check out procedures.**