

## Lee High School Check-Out Procedures

# **\*THERE WILL BE NO PHONE CHECK OUTS\***

*To check out a child, parents/ guardians must do one of the following:*

- 1) Come to the attendance office with picture ID, or
- 2) Give student a note to take to attendance first thing in the morning, no later than **10:30**, or
- 3) Send an email to **both of us** no later than 12:00:

**\*\*[brittany.jones@hsv-k12.org](mailto:brittany.jones@hsv-k12.org)**

**\*\*[belinda.lightfoot@hsv-k12.org](mailto:belinda.lightfoot@hsv-k12.org)**

If you send an email or a note, please include a valid contact number for verification.

**THANK YOU!**