

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

---CHECK OUT PROCEDURES

Parent or guardian needs to:

- COME TO THE ATTENDANCE OFFICE WITH PICTURE ID, **or**
- GIVE STUDENT A NOTE TO TAKE TO ATTENDANCE FIRST THING IN THE MORNING, NO LATER THAN **10:30, or**
- SEND AN EMAIL TO **both of us** NO LATER THAN **12:00:**

**** Patricia.starlin@hsv-k12.org**

**** Belinda.lightfoot@hsv-k12.org**

Please include a valid contact number in the email for verification.

THANKS!!!!