

**LOCKMAR ELEMETARY**  
**EARLY STUDENT CHECK OUT SLIP**

My child \_\_\_\_\_ will be checked out early on \_\_\_\_\_  
(Student's Name) (Date & Time)

\_\_\_\_\_ Parent/Legal Guardian will be checking out student

\_\_\_\_\_ Emergency contact listed on school record will be checking out student

Name of Emergency Contact picking up today \_\_\_\_\_

Student  will  will not be returning today

\_\_\_\_\_ Authorized Parent/Guardian Printed Name      \_\_\_\_\_ Date      \_\_\_\_\_ Teacher

\_\_\_\_\_ Authorized Parent/Guardian Signature

\*The person picking up must have a government issued ID and be on the current contact list\*

\*Students must be checked out before 2:00 pm on regular dismissal days, 12:45 pm on early release\*

**UPDATED SECURITY PROCEDURE 2019-2020**

**Early Student Check-Out Information**

- **Early Student Check-Out:** Parents/Legal Guardians are the only ones authorized to check students out of school before the end of the school day. However, they may use the Early Check-Out Slip to authorize an emergency contact that is on the school record to check out a student.
- **Emergency Contacts:** Persons designated by parents/legal Guardians to be contacted in the event of an emergency if parents cannot be reached. Contacts must be listed on the Early Check-Out Slip to check out a student early unless parents cannot be located, and it is an EMERGENCY.
- The person picking up must have a government issued ID and be on the current contact list
- Students must be checked out before 2:00 pm on regular dismissal days, 12:45 pm on early release