

## 2204 Check In/Check Out

### Check-In/Late Arrival- Procedure

A late arrival can be excused by doing one of the following:

~ On the day of the late check-in~

1. A parent present to fill out and sign the check-in form
2. A doctor's statement
3. A written/signed note from a parent stating the time the student arrived at school.  
Please include a phone number
4. A parent can call the front office at (801)235-9000
5. An email to [attendance@maeserprep.org](mailto:attendance@maeserprep.org) with the student's name in the subject line. Please include the student's name and time of arrival to school.

### Checkout Procedure

Once a student arrives on school property, the student becomes the responsibility of the school. Any student who leaves the campus must be excused from the attendance office. **For safety reasons, a parent, guardian, or those whom you have in your students' check out information must come to the office, present picture ID, and sign the check-out form in the main office.**

### Procedure for Checking Out a Driving Student:

If a parent wishes to check out their student, but the student will be driving him/herself off campus, parents must email the Attendance Secretary ([attendance@maeserprep.org](mailto:attendance@maeserprep.org)) and include the following information:

- Student name
- Time they need to be checked out
- Reason

Parents must also call the front desk close to the time when they are to be checked out so the front desk can call the student out of class. For safety reasons, students cannot simply leave class at a certain time without being called out of class by the front office. Students who will be driving themselves off campus after being checked out must sign out at the front desk. If they return to school, they must check-in at the front desk before returning to class.

**Please note that for safety and liability reasons that in these cases we cannot excuse a student's absence without an email ahead of time.**

### All-Day Absence:

Parents can excuse all day absences within 10 school days of the date of the absence by calling the main office at (801)235-9000 or emailing [attendance@maeserprep.org](mailto:attendance@maeserprep.org)

Reviewed 8 October 2019