

Nolan Sign in and Sign out Procedures – 19-20

Signing in Late Students (after 9:20am)

- Any student signing in after 9:20am MUST sign in at the office reception desk prior to going to class to receive a pass.
- A medical note is required for an excused tardy
- Any student signing in without valid documentation will receive an unexcused tardy. All students will get 3 “passes” in each quarter to be tardy without a signature on the Colt Card. At the 4th tardy, the Colt Card will be signed by the attendance clerk. When the card is full for any reason, a discipline referral will be written.

Signing out a student early with advance notice

- For your convenience if you wish to have your student ready for you when you arrive, an early release note is required, stating the date, name of the student, time for which the student is to be in the office and reason. (Adult picking up MUST be on the BIO Form)
- Student takes the note first thing in the morning to Ms. Ciccone, the attendance clerk
- Student will be given a pass to show to the teacher during the period for which they are leaving
- Student will then come to the office with that office pass for early release and wait in the attendance office. Parents will wait for students at the reception desk.
- Parent MUST show a valid Driver’s License/ID at the reception desk to sign out their student

Signing out a student early without advanced notice

- Parent MUST bring in a valid Driver’s License/ID to verify they are on the pickup list to the Reception Desk. The Reception Desk clerk will send an aide or call the classroom for student
- Parents will wait at the reception desk.
- If you have been called by the clinic to pick up a sick student, please follow above procedure and ask for the student at the Reception Desk.
- If a student has not been to the clinic but has called home due to illness, they will receive a signature on their Colt Card.

THERE WILL BE NO STUDENTS RELEASED AFTER 3:30pm