SCCS
ST CLAIR COUNTY SCHOOLS

CHECK-IN/CHECK-OUT LOG

ALL CHECK INS/OUTS WILL BE CODED AS UNEXCUSED UNTIL A DOCUMENTED EXCUSE IS TURNED IN TO THE OFFICE. EXCUSES MUST BE TURNED IN WITHIN THREE DAYS.

Name of Student: _____   Grade: _____

List any person(s) that may pick up your child in case of emergency. Parent(s)/Guardians should be listed first. Your child will not be released to any person not listed. Proper identification must be provided to pick up a student from school.

Name/Relationship to Student	Phone Number	Work Number	Cell Number
(mom)	/	/	
(dad)	/	/	
	/	/	
	/	/	
	/	/	
	/	/	

List any person(s) who by court decree is RESTRAINED from taking your child. A copy of the court decree MUST be on file in the office before the school can honor this statement.

1. _____   2. _____   3. _____

Early Dismissal Information:

In the event of an unplanned early school closing (inclement weather, etc.), please indicate how your child should be transported home. Please check only one option.

☐ My child will ride the bus home as usual. I understand that buses will be leaving early and I will make arrangements for a responsible person to be at the normal destination.

☐ My child will be a car rider and will be picked up by one of the guardians or persons listed as an emergency contact on this form. My child is NOT to ride the bus home in the event of school closing early.

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