



## *IF I NEED TO TAKE MY CHILD OUT OF SCHOOL EARLY, WHAT STEPS*

### *SHOULD I FOLLOW?*

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Check in with the school office to let us know you want to take your student out of school early. Once you arrive in our office to pick your student up, you must show a photo identification and then we will notify the classroom teacher to send your student to the office. A parent, legal guardian, or parent approved emergency contact must be present to check your student out of school early.