August 10, 2017

High School Check Out Procedures

Dear Parents,

North Little Rock High School will have a new way of checking students out of school. This change is due to safety and academic concerns identified by the district.

Our policy states: Parents are permitted to check students out of school. If parents or guardians are unable to physically be present to check out their student, students will not be allowed to leave campus. The North Little Rock School District has closed campuses; therefore, ALL students are required to remain on campus unless properly checked out of school.

We realize there are times when students must be checked out due to emergencies, and we will work with families during these times. One of the following procedures must be followed for students to be properly checked out of school:

1) Parents or guardians may send an email to nlrhscheckout@nlrsd.org with the following information (A 2 hour prior notification is required):
   a. Student’s full name or student ID number
   b. Student’s grade
   c. Reason for check out
   d. Contact phone number of person sending email

2) Parents or guardians may send a note to the attendance office with the following information (Notes should be delivered to the attendance office before 9:00 a.m.):
   a. Student’s full name or student ID number
   b. Student’s grade
   c. Reason for check out
   d. Contact phone number of person sending note

3) Students are not allowed to check out during lunch (11:00 -1:30) unless there is an emergency. Parents or guardians must physically come to school and check students out between the hours of 11:00 a.m. and 1:30 p.m.

The North Little Rock School District realizes that some procedures may be difficult, but we need your support in ensuring safety for all students.