

ATTENTION HES PARENTS/GUARDIANS

TO HELP US ENSURE STUDENT SAFETY & ASSIST IN MAKING SURE STUDENTS ARRIVE HOME THE CORRECT WAY:

1. ALL END OF DAY CHANGES MUST COME THROUGH THE FRONT OFFICE IN ORDER FOR THE CHANGE TO HAPPEN!

2. IF YOU ARE SIGNING OUT YOUR STUDENT AS AN EARLY DISMISSAL, THE CUTOFF TIME IS 1:30PM. ON WEDNESDAYS THE CUTOFF TIME IS 12:30PM.

3. END OF DAY CHANGES FOR CIRCLE PICK UP, WALKERS & BUS RIDERS MUST BE MADE BEFORE 1PM. ON WEDNESDAYS, CHANGES MUST BE MADE BEFORE 12PM.

PLEASE ALWAYS BRING IN YOUR ID/DRIVERS LICENSE WHEN CHECKING OUT A STUDENT.

THERE WILL BE NO EXCEPTIONS TO THESE PROCEDURES

