Requesting child to leave during school hours requires the student to have an **OFF-CAMPUS PASS/STREET PASS**

*NOTE*  
*Parent/guardian must show ID when picking up student  
*School will only release student to parent/guardian (Verbal or written request for someone else picking up is needed).  
*No parking in RED ZONE for pick-up.

**Sending an OFF-CAMPUS PASS/STREET PASS Request**  
*NOTE:* (highly recommended)

1. Send a note with the student and have the student go to the main office first thing in the morning.  
   The note must include the following information:
   • Date  
   • Name of Student (print)  
   • Time student needs to be in the office for pick up  
   • Name and relationship of the parent/guardian picking up the student (print)  
   • Reason for leaving campus and if student will be returning (print)  
   • Signature of parent/guardian & contact phone number

2. The student will receive an **OFF-CAMPUS PASS** and meet the parent/guardian in the Office at the time requested on the pass.

3. Parent/Guardian will meet the student in the office show ID and sign the sign-out sheet and leave with the pass in hand.

**WALK-IN OFF-CAMPUS PASS/STREET PASS:** (not recommended)

*NOTE: Allow 15 to 30 minutes for this procedure. If student is on break, not in assigned class or in PE, waiting time may be longer.

1. Parent/Guardian request **OFF-CAMPUS PASS**, show ID and sign the sign-out sheet.

2. The **OFF-CAMPUS PASS** will be delivered to the student’s class and the student will meet parent/guardian in the office.

**CALL-IN OFF-CAMPUS PASS/STREET PASS Request:**  
*NOTE - Never leave a message. Messages checked after students leave for the day.

1. Call main desk at 425-7733 and ask to speak to a secretary.  

2. Secretary will ask security questions to verify that a parent/guardian is requesting the off-campus.

3. An **OFF-CAMPUS PASS** will be sent to the student and the student will be in the office at time requested by the parent/guardian.

4. Parent/Guardian will meet the student in the office show ID and sign the sign-out sheet.

Thank you for your cooperation - Staff at Spanish Springs High School