

Parent/guardian:

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

Parent/guardian:

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