

**HERITAGE HIGH SCHOOL
STUDENT CHECK-OUT PROCEDURES
FALL SEMESTER EXAMS 2017**

Dear Parents/Guardians:

On the back of this sheet you will find the fall semester final 2017 exam schedule for Heritage High School. A check out procedure has been established for students that may have a study hall *between* exams or at the *end* of their last exam on Wednesday, Thursday or Friday. In order for your child to check out after his or her last exam, you must complete and sign the check out slip below. **This check out permission slip is to be submitted to Mrs. Jenny Benson, in the front office, no later than Monday, Dec. 11th.** If a student does not have a signed check out permission slip on file by **Monday, Dec. 11th**, he/she will not be allowed to check out and will be expected to attend the posted schedule.

--NO TELEPHONE CHECKOUTS--

If you have decided to allow your child to check out he/she must be picked up promptly at the check out time. Students will not be allowed to wander or “hang out” on campus. **Please pick up checked-out students on the bus ramp in the back of the school.** Students who are not picked up will be escorted to their assigned classes. Buses will run at the regular times. Please remember that all check out permission forms must be returned to Mrs. Jenny Benson by **Monday, Dec. 11th.**

Thank you,

HHS Administration

----- Detach here -----

Student Name _____ Grade _____
Please PRINT first and last name

Wednesday-Dec. 13th

A2 Exam: 8:05-10:05; A3 Exam: 10:05-12:00; A4 Exam: 12:05-3:05

_____ I grant permission for my child to check out after his or her last exam

Thursday-Dec. 14th

B2 Exam: 8:05-10:05; B3 Exam: 10:05-12:00; B4 Exam: 12:05-3:05

_____ I grant permission for my child to check after his or her last exam.

Friday-Dec. 15th

A1 Exam: 8:05—10:05; B1: 10:05-12:00

_____ I grant permission for my child to check out after his or her last exam.

Parent Signature: _____

Date: _____