



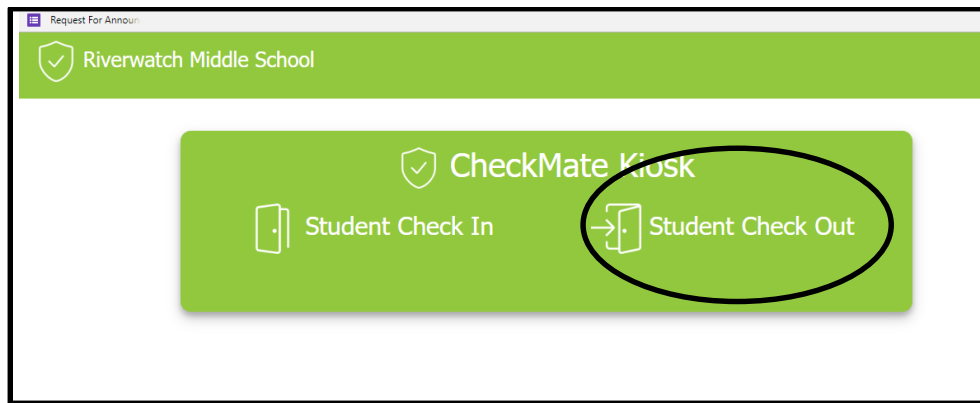
Riverwatch Middle School
610 James Burgess Road
Suwanee, GA 30024



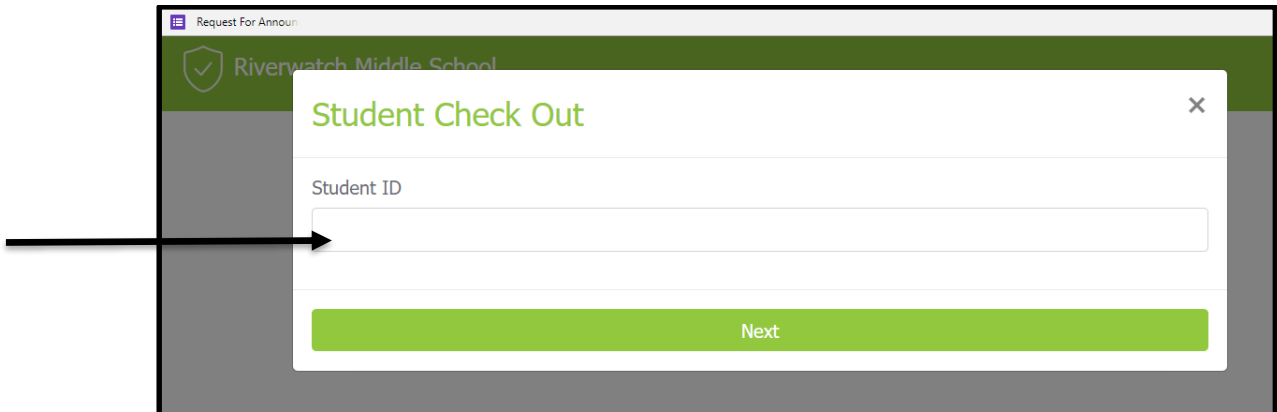
Student Checkout Procedures with Checkmate

Effective immediately, the following procedures will be followed when checking out your student at Riverwatch Middle School. Note: You will need both your driver's license (government provided ID) and your Student ID Number.

1. Enter through the front office at Riverwatch Middle School
2. Access the laptop computer (kiosk) in the waiting area.
3. Select on "*Student Check Out*"



4. Enter "*Student ID*" in the "*Student Check Out*" screen– This is the unique number assigned to your student. If you do not know this number, get it from your student or the front office staff can assist you.





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5. You will be prompted with the following screen to select the “Reason” for check out.
6. Select the “Person checking out student”.
7. Select “Check Out”.

Riverwatch Middle School

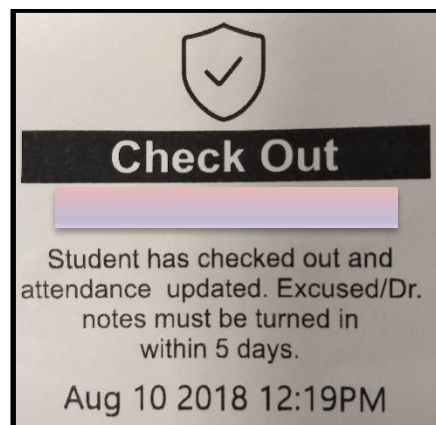
Reason
Choose One

Person checking out student
Choose One

Comments

Check Out

8. The system will then print a slip of paper. Tear off the paper from the printer (next to the laptop) and bring it to the front office attendant.



9. You will need to provide your driver’s license (government provided ID) along with the printed slip of paper.
10. The front office attendant will then verify the ID that you are “authorized” to pick up the student and contact the student’s class for dismissal. All “authorized” individuals to check out a student must be in Parent Portal (online system for all student contact information). For instructions on making updates see the *Add Authorized Individuals for Checkout* procedures.

Check out complete!