

Dismissal Procedures – latest time to check your student out is 3:45 pm!

DeSana has an electronic system to check in and out your child(ren). The name of the system is Checkmate. Parents will have to update the system via Parent Portal with people that may check out their child and/or restricted pick up at the start of the school year and throughout the year if this information needs to be revised.

Only persons listed on Checkmate, along with a photo I.D., are allowed to check out students unless advance arrangements have been made to do otherwise. You must have the student's ID number as well to check them out. Students must be checked out through the front office.

If a student needs to check out during the day for a doctor's or dentist's appointment, the following steps should be followed:

- Parent comes in office with photo I.D. to check out student.
- If someone other than parent is going to check out a student, then that person's name must be listed on Checkmate and must present a photo ID.

Students who come in late or leave early jeopardize their learning in the missed class(es). Accurate record-keeping also becomes more difficult when numerous requests for early dismissal are made. Lastly, instruction is interrupted when students enter or exit classes late or early. It is strongly recommended that medical appointments be scheduled outside of the regular school day. If it is necessary to schedule these during the school day, parents are encouraged to stagger the appointments so that the same class is not missed repeatedly. Frequent requests for early dismissal may result in administrative action.