

POMPANO BEACH HIGH SCHOOL



EARLY SIGN OUT PROCEDURE

When students are signed out early on an ongoing basis, their academic performance may be negatively impacted. The school system strongly encourages parents to ensure their student is in school for the full school day every day. Signing out early may count toward establishing a pattern of non-attendance that may indicate early signs of truancy. A pattern of non-attendance may be established by an accumulation of tardiness, absences (excused and unexcused), and early sign outs that exceeds five (5) days in a marking period or ten (10) days in two (2) marking periods. (See Student Code of Conduct)

Parents/guardians or authorized contacts listed in the student's emergency card can sign out students at the front office with their ID before 2:45pm

If persons picking up students are not listed on the emergency card, or parents want students to drive/leave by themselves, please send an email to:

- ✓ erika.rodriguez@browardschools.com or
- ✓ luz.walton@browardschools.com

Email from:

- ✓ Parent/guardian's email address, listed on the emergency card

Include the following Information:

- ✓ Student's first and last name
- ✓ Time of release
- ✓ Picture of parent/guardian's ID
- ✓ Reason for early dismissal (to excuse the absence)

NO SIGN OUTS ALLOWED AFTER 2:45PM