



Cypress Bay School



Cypress Bay High School  
18600 Vista Park Blvd.  
Weston, FL 33332  
(754) 323-0350

CBH\_sign\_out@browardschools.com

## Student Sign Out Procedures



- ❖ Safety & Security are a top priority at CBHS. Our parents, community members, and staff have come together to update our student sign-out-procedures with the goal of creating a user friendly and safe process. Thank you to all involved stakeholders!

### Students Who Drive to School:

Parents/guardians must email: CBH\_sign\_out@browardschools.com with the following information on the day of dismissal:

- ❖ Date, time, and reason for sign-out
- ❖ Copy of the parent's driver's license or official government ID.

### NOTE:

Only registered drivers can sign-out of school via e-mail.

If a student does NOT have a CBHS Parking Decal they MUST register their vehicle, in advance, to sign-out.

If you have a CBHS Parking Decal you are already considered an approved registered driver.

Please do not send e-mails before the day of dismissal as they will not be answered.

### How to become a registered driver:

Please visit [this link](#) to register your vehicle. Print and submit your form to the Front Office along with the following:

- ❖ Copy of the student's driver's license
- ❖ Copy of the vehicle registration and insurance card.

NOTE: Students will NOT be able to sign-out using the e-mail process until their registered driver process is complete and approved.

### Non-registered Drivers:

Students who are not a registered driver must allow the traditional sign-out process. They may NOT use the email process.

### Traditional sign-out Process:

Parents / Guardians or designee, who are listed on the Student Emergency Contact file, must report in person to Student Affairs with their official photo ID.

### Siblings of Drivers:

- Students who are registered MAY have siblings sign-out with them but the following must be completed:
- Registered student MUST be listed on the siblings Student Emergency Card on file in Student Affairs.
- Parent / guardian must give permission via e-mail to CBH\_sign\_out@browardschools.com for sign out for the sibling to be released to be the registered driver. One e-mail is to be sent releasing the registered driver and adding a line to allow the sibling to be sent releasing the registered driver and adding a line to allow the sibling to be released to the registered driver. Be sure to include: date, time, reason, for dismissal, and a copy of the parent / guardian's driver's license or official government ID.

### Sign-out Reminders:

- Plan ahead we know emergencies arise, but students and parents need to make sure documents are up to date to ensure a smooth sign-out process.
- Students are NOT to leave their class or lunch period to wait for parents / guardian arrival.
- Student Affairs will call their class or security to have a student released.
- Students who leave class before being signed out will be sent back.
- There are no sign-outs allowed after 2:15 PM

Students are NOT allowed to use any car service, including Uber, Lyft, as a part of the dismissal process.