

## 8<sup>th</sup> Grade Check Out Process for May 14, 2020

Since the 8<sup>th</sup> Grade Award Day Ceremony is at the Ponchatoula Area Recreation Gym on May 14, 2020, students **MUST** report to PJHS and then to their homeroom teacher before the morning tardy bell. After teachers check role, students will be bussed over to the recreation gym. **ALL** students must report to PJHS; no one is allowed to check-in tardy at the ceremony.

In an effort to expedite the checkout process at the ceremony, parents and/or guardians will be allowed to check 8<sup>th</sup> grade students out using the form below. Students must submit this form to their homeroom teacher or front office by **Friday, May 8, 2020**. Once the form is received, your child's name will be placed on the check out list. If we do not receive the completed form, your child will have to ride the bus back to PJHS where you can then check him/her out through the proper procedure.

Upon your arrival to the recreation gym, please report to the "Check Out" tables for parent ID verification AND signature of release. **It is advised that you arrive early.**

After the ceremony, students whose parents were verified **BEFORE** the ceremony began will be dismissed. Please watch for your child when he/she is released, then exit the building as soon as possible.

If you would like to check your student out using this process, please fill out the form below. If you do not wish to use this process but still wish to check your child out, simply report to the PJHS front office after the ceremony with proper identification.

8th grade students will not have to return to school on Friday, May 15, 2020, unless they have makeup work to complete.

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### Check Out Form

I would like my child to check out after the 8<sup>th</sup> Grade Recognition and Awards Day Ceremony and released to the person listed below. I realize that I must verify my ID with school personnel before this form will be approved. I also realize that once this form is approved, it will only allow me to check out my child whose name appears on the form.

I will allow my child, \_\_\_\_\_, to be checked out  
PRINT Student's Name

and picked up after the 8th Grade Awards Day Ceremony.

Homeroom Teacher: \_\_\_\_\_

Parent Name Print: \_\_\_\_\_

Parent Signature: \_\_\_\_\_