

So.....You Need To Leave Campus.....

Why do students need to get an off-campus permit before leaving school during the day?

- It is a **safety** issue. If there is an emergency and we don't know that a student has left campus, we will send emergency services personnel to look for the student.
- Grass Valley police and Nevada City police will stop students who are off campus. If a student does not have an off-campus permit, they could be cited for truancy and that is **not** a fun process.

Why would a student need to leave campus during the school day?

- Doctor or dental appointment – personal family matters – counseling appointments

How Do I Check Out?

1. Bring a note to school in the morning before school starts or have your parent/guardian call your Attendance Tech first thing in the morning. Parents can also call any time during the day **before** your departure.
2. You will pick up an off-campus permit from Attendance. Show the off-campus permit to your teacher at the beginning of class and they will let you leave at that time.
3. If your parent has called in for an off-campus permit, you must come to the Attendance office to pick up the off campus permit **before** leaving.
4. Pick up your off-campus permits before school, between classes or at lunch time.
5. If your appointment is during lunch, you must still check out of school through the Attendance office **prior** to leaving.

Remember

- Attendance **will not send** the off-campus permit to you in class. Pick it up prior to leaving.
- We **do not** send reminder notes to classes for your appointments. Your appointments are your responsibility.
- **Never** leave campus without picking up your off-campus permit, even if you and your parents are in a hurry or late for an appointment.
- **LEAVING CAMPUS WITHOUT CHECKING OUT THROUGH THE ATTENDANCE OFFICE FIRST WILL RESULT IN TWO HOURS OF DETENTION - NO EXCEPTIONS! DON'T FORGET TO CHECK OUT!**