Check In / Check Out Procedures

**Check In**
(past 7:30 am tardy bell)

- **Student**
  - Head straight to class, teacher will mark you T for less than 20 mins late, W for 20 mins to the end of class.
  - Inform parents that they need to call/email same day to excuse check in.
  - Follow teacher disclosure for their rules on late check in.

- **Parent**
  - Excuse the Check In by calling or emailing at the time of arrival or by the end of the day that they checked in.
  - Call Attendance Office at 801-256-5110 to excuse check in.
  - Email Attendance Office at bhsattendance-uc@jordandistrict.org to excuse check in the same day.

**Check Out**
(past 7:30 am tardy bell)

- **Parent**
  - Call Attendance Office at 801-256-5110 (please allow time to get check out to student, generally 15 minutes. You are allowed to call first thing in the morning and we can give it to the student earlier in the day and they can leave class at the exact time requested).
  - Verify Student Information (must call on phone that is listed for parent in Skyward—it is one of the verifications—you can update them on Skyward).
  - Wait outside for student to exit the building.
  - Student will receive check out slip and leave class at time listed.

- **Parent**
  - Inform parents that they need to call/email same day to excuse check in.
  - Call Attendance Office at 801-256-5110 to excuse check in the same day.
  - Wait outside for student to exit the building.
  - Student will receive check out slip and leave class at time listed.

**If your student needs to check out the last 25 minutes of the day, you MUST CALL BEFORE 2 PM. It takes time to run the check out slip to classes. We do not call into classes.**

*When a student is absent the full school day, parents can call the Attendance Office at 801-256-5110 or email bhsattendance-uc@jordandistrict.org to excuse the absence for up to 5 school days past the absence.*