

Student Check Out Process

For the safety of our students, we are implementing a procedure which requires written authorization to release students. This may be accomplished in several ways:

- 1) Send a written note with your student in the morning, a pass will be prepared and handed to your student to leave as instructed.
- 2) Email the DHS attendance office at dhsattendance@dcsd.k12.nv.us.
- 3) A parent/legal guardian is required to come into the front office and sign their student out.

When submitting written notification please include the following information: student's name, date and time student is to leave, and indicate if student will be returning. If you are having your student picked up by someone not on your Infinite Campus contact list, that person will be required to come into the front office sign your student out and provide a photo ID.

As a reminder DHS is a closed campus and Freshmen and Sophomores will not be released during lunch period without a parent/guardian physically coming in to sign them out and sign them back in.

We appreciate your assistance in supporting the measures we are taking to insure the safety of our students.

Feel free to contact us with any questions you might have at 782-5136.