



# Georgia Department of Education

## Policies and Procedures

Policy Title:	<i>Student Checkouts, State Schools</i>		
Policy Number:	<i>SS-6004 Descriptor Code-JGFC</i>		
Release Date:	<i>02-26-03</i>	Last Revised:	<i>11-23-03</i>

### **Purpose**

To describe the Georgia Department of Education's policy in regard to student checkout procedures at the Atlanta Area School for the Deaf, the Georgia Academy for the Blind, and the Georgia School for the Deaf.

### **Applicability**

This policy applies to all students at the three State Schools.

### **Policy**

Only authorized individuals shall be permitted to check out students.

### **General Provisions**

The dismissal of students during day school hours may be unavoidable due to sickness and/or appointments; however, it is encouraged that appointments, to the greatest extent possible, are scheduled before or after day school hours.

A current list of authorized individuals that are approved to check out students shall be maintained in the front office. Each parent or legal guardian must provide a written list at the beginning of each school year indicating individuals that the parent or legal guardian authorizes to check out his/her child in their absence. Only these individuals will have authority to check a student out of day school or from a residential setting. This list will contain the driver's name, address, and his/her relationship to the student. All checkouts will be handled in the front office. The driver must sign in, and a photo ID must be presented to the designated office staff. The following information shall be logged-in by the driver.

- Driver's Name – Print and Signature
- Student's Name
- Date
- Time of Checkout
- Expected Time of Return
- Nature of Checkout

Residential Schools

The School Director or his/her designee must approve checkouts that occur after normal day school hours. The same information required for day school checkouts shall be required. In addition, emergency contact information such as cell/pager numbers should be provided if possible.

Liability

The Georgia Department of Education and State Schools are not liable for any injuries or accidents that occur to students during the time the student is checked out of day school or from a residential setting.

**Authority and/or  
Cross-Reference**

- State Board of Education Rule 160-5-1-.02