

Standard Operating Procedure (SOP): Student Check-In and Check-Out Procedures

This SOP details the **student check-in and check-out procedures**, outlining the step-by-step process for safely and efficiently managing student arrivals and departures. The procedures include verifying student identity, recording attendance, ensuring authorized pick-ups, maintaining security protocols, and documenting any irregularities. The goal is to enhance campus safety, streamline administrative tasks, and provide clear guidance to staff, students, and parents for smooth transitions during school hours.

1. Purpose

To ensure student arrivals and departures are managed safely, efficiently, and in compliance with school policies.

2. Scope

This procedure applies to all staff responsible for student check-in and check-out, students, and authorized guardians or parents.

3. Responsibilities

- **Front Office Staff:** Manage attendance records and verify identification.
- **Teachers:** Monitor student attendance in class and report irregularities.
- **Parents/Guardians:** Provide timely notice and valid ID for check-out.
- **Students:** Follow check-in and check-out protocols.

4. Check-In Procedure

1. Student arrives at the designated entry point during the arrival window.
2. Staff greets the student and requests student identification (ID card or digital record).
3. Staff verifies student identity and records arrival time in the attendance system.
4. If tardy, student is issued a late slip; staff updates electronic or manual log.
5. Student proceeds to class or designated area as instructed.

5. Check-Out Procedure

1. Authorized parent/guardian reports to the front office with valid identification.
2. Staff verifies the person against the approved pick-up list (physical or digital record).
3. Staff locates student and confirms check-out details with teacher or supervising staff.
4. Student checks out at the office, and departure time is recorded in the attendance system.
5. Staff documents any irregularities or unauthorized attempts in the incident log.

6. Security Protocols

- All entry/exit points monitored during check-in and check-out hours.
- Visitors and pick-ups must wear visitor badges.
- Unrecognized or unauthorized individuals are reported immediately to administration/security.

7. Documentation

Record	Responsible Party	Retention Period
Attendance Logs	Office Staff	1 Academic Year
Incident Reports	Administration	5 Years
Pick-Up Authorization Lists	Office Staff	Updated As Needed

8. Irregularities & Exceptions

- All exceptions or irregularities (unauthorized pick-up attempts, lost IDs, etc.) must be documented and reported to school administration immediately.

- Parents/guardians must provide advance notice for early dismissals whenever possible.

9. Review & Updates

The procedure will be reviewed annually or following any incident to ensure continued safety and efficiency.

For questions or clarifications regarding this SOP, staff should contact the school administration office.