

# Standard Operating Procedure (SOP)

## Student Check-in and Check-out Procedures

This SOP details the **student check-in and check-out procedures** to ensure a secure and efficient process for monitoring student attendance. It includes guidelines for verifying student identity upon arrival and departure, recording accurate timestamps, managing authorized pickup personnel, addressing late arrivals and early departures, and maintaining communication with parents and staff. The objective is to enhance student safety, streamline administrative tracking, and provide clear protocols for all staff involved in the check-in and check-out process.

### 1. Purpose

To outline standardized procedures for student check-in and check-out to guarantee student safety and accurate attendance records.

### 2. Scope

This procedure applies to all students, parents, guardians, authorized pickup personnel, and staff involved in daily student arrival and departure at [School Name/Department].

### 3. Responsibilities

- **Front Office Staff:** Oversee check-in/check-out, verify authorization, and maintain attendance records.
- **Teachers:** Report absenteeism and direct students to follow check-in/check-out protocols.
- **Parents/Authorized Pickup:** Ensure compliance with drop-off and pick-up procedures.
- **Students:** Follow arrival and departure protocols as directed.

### 4. Procedure

#### 1. Check-in Procedure

- Students arrive at the designated campus entry point.
- Front office staff verify student identity through student ID card, verbal identification, or with a parent/guardian if present.
- Staff record the check-in timestamp using the attendance log (paper or electronic system).
- If late, student must provide a note or a reason for tardiness, recorded accordingly.

#### 2. Check-out Procedure

- Authorized pickup personnel present a valid photo ID and sign out the student at the front office.
- Identity is checked against the pre-approved authorization list. If not listed, the parent/guardian is contacted for verification before release.
- Staff record the check-out timestamp in the attendance log.
- Students leaving early must present an approved early departure note from a parent/guardian or receive verbal confirmation from them.

#### 3. Late Arrivals and Early Departures

- All late arrivals and early departures are logged, including reason and time.
- Parents/guardians should notify the school in advance of any planned early departures.

#### 4. Communication

- Immediate notification to parents/guardians if there are any unauthorized attempts to pick up students.
- Regular updates to staff regarding changes to authorized pickup lists.

### 5. Documentation and Record Keeping

- Attendance logs must be securely stored and updated daily.
- Any incidents or exceptions must be documented and reported to administration.

### 6. Review and Training

- Staff will receive yearly training on these procedures.
- Procedures to be reviewed and updated annually or as needed.

*For any questions or clarifications, contact the school office at [contact information].*