

# EARLY PICK-UP PROCEDURES

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If you need to pick up your student early from school for any reason you are now required to enter the building and sign your student out from the Student Check-Out Window and follow these procedures:

- Provide your identification - you must be listed as a student's emergency contact
- Your student will be called out of class to the SSW (student service window) and then sent straight to your car
- No student check out (even by an adult that is listed on the emergency contact list) after 3:10 PM daily.

## EARLY DISMISSAL FOR GRHS REGISTERED DRIVERS

If your student is a registered GRHS driver and needs to leave school for any reason, please follow these procedures:

- Email Ms. Lujan at [blujan@lcisd.org](mailto:blujan@lcisd.org) TWO hours in advance of the time you need him/her to leave
- No emails would be processed after 1:30 pm for registered GRHS drivers.
- Your student may pick up their pass from the SSW (student service window) and must sign out prior to leaving
- Only siblings can leave campus together. Students can NOT leave with friends.

