

# SEC Parent Pick-Up Procedure

If a parent would like to physically pick-up their student from the office, they must be in the building **NO LATER than 3:00 pm.** If the parent chooses to receive a temporary or permanent parent pick-up pass, they may do so at **any time of the day up until but NO LATER than 3:15 pm.**

Please Note: **ONLY** a Guardian can receive a Permanent Pass. Temporary Passes may also be picked-up by emergency contacts. *If you are sending someone other than yourself to pick-up your child, please be sure to do the following:*

- Submit a **note**
- Person must be in possession of your number card
- Person is listed as an emergency contact and has picture ID with them
- Your children will not be released to the adult without the above items

**After 3:15- Students will be placed on the bus**