

# SIGNING YOUR CHILD OUT AT J.H.P.S.

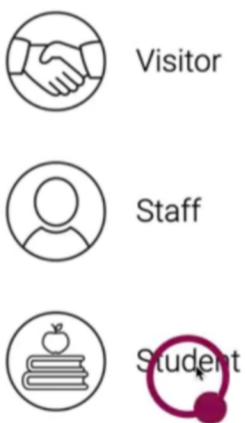
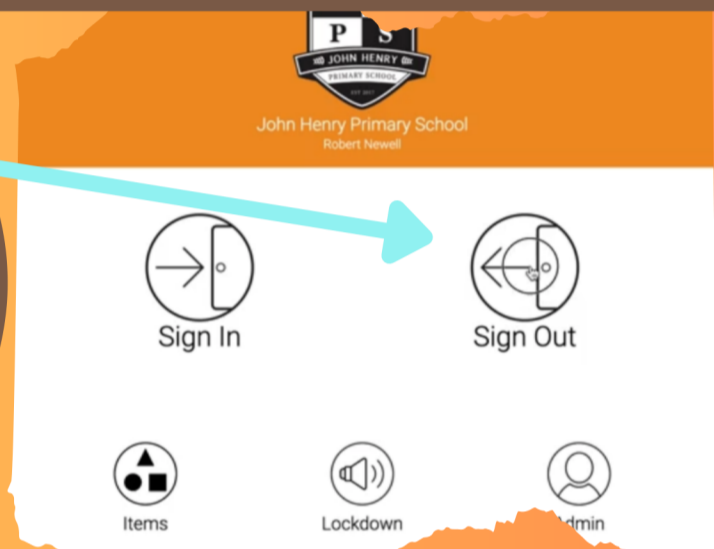


## 1. HEAD TO AN IPAD IN THE SCHOOL OFFICE

This is where you will enter the specific information that tells us who is collecting who, and when.

## 2. SELECT 'SIGN OUT'

Touch the screen and select the 'Sign Out' option.



## 3. SELECT 'STUDENT'

Select the 'Student' option from these menu choices.

## 4. COMPLETE THE REQUIRED FIELDS

Enter the information as accurately as possible.



## 5 SIGN & SUBMIT

Scroll down on to the bottom of that page and use your finger to sign your name.

Select 'Submit.'

**THANK YOU FOR WORKING WITH US TO HELP TO KEEP OUR COMMUNITY SAFE.**