



**High School District 214**  
2121 South Goebbert Road  
Arlington Heights, Illinois 60005  
847-718-7600 | [www.d214.org](http://www.d214.org)

## **SIGN IN AND SIGN OUT PROCEDURE**

When arriving late, leaving early or returning to school after an appointment, the student must sign in and out at the attendance office. The parent/guardian must call the attendance office with pre-authorization. Failure to call will result in an unauthorized absence. Students are not able to leave campus without parent/guardian authorization. The primary purpose of the attendance system is to make the students accountable for their attendance.

