CLASS SIGN-OUT TRACKING SHEET

Western Technical-Commercial School

It's School Policy!

The school requires **all students be accounted for** at all times. This sheet is to track when and where students go, during class time. **One person is allowed out at a time** and is required to the class **hall pass** from your teacher. Remember to always **carry ID** with you, i.e. student card.

Thank you for your co-operation, Mr. Franzen

Print Student Name: (Ex. Joe D.)	Where & Why: (Ex: washroom)	Date: (mm/dd)	Time Out: (hh:mm)	Time Back: (hh:mm)

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