

IMPORTANT THINGS TO KNOW

KINDERGARTEN students **WILL NOT** be let off the bus without an adult present, please be visible to the bus driver. If an adult is not there or visible to the bus driver, they will bring the student back to campus.

Student Sign-Out's

- Monday's school gets out at 12:55.
Monday the last sign out is 12:00.
- Tuesday – Friday school gets out at 1:55.
Tuesday – Friday the last sign out is 1:00.
- To minimize missing instructional time and disrupting the classroom environment, when possible, please schedule appointments accordingly.
- A photo ID is required for all sign outs, **only those on the emergency card can sign out a student.** The office is not able to add anyone to the emergency card for sign outs.
- To ensure that no students are overlooked in the sign-out process, we only allow 2 parents in the office at the same time.
- You do not need to call and notify the office to notify us you are signing out your child early.
- We cannot call a student to the office for sign out until a photo ID is presented.

Change of Transportation

If at any time, you need to change how your student is going home for the day or permanently, **THE TEACHER MUST BE NOTIFIED IN WRITING VIA A NOTE, IN THE STUDENTS PLANNER, TEXT OR E-MAIL, NO LATER THAN 9:00.** To avoid miscommunication and minimize the interruption of instructional time, **calling the office to change transportation will no longer be accepted.**

Absences and Tardies

- Please call the attendance line by 10:30 to report your student's absence, please call the same day of your student's absence. 813-744-8031, "1" for attendance line.
- You do not need to call if your student is going to be tardy.

Choice Expectations

We are thankful you chose Colson for your child's academic environment. As a friendly reminder, choice assignment will be revoked for the following reasons:

- **Excessive absences, tardies and sign outs**
- **Chronic behavior issues**

Welcome to Colson Elementary

Registration requirements for current or returning students to a HCPS

- Two forms of address verification in your name; lease, TECO, contract to purchase home, property tax statement
- Parent/Guardian driver's licenses / passport
- ****Copy of IEP or 504 Plan
- ****Records from prior school (*report card & test scores*)

**** this only applies if transferring back to HCPS from an out of county school ****

Registration requirements for NEW STUDENTS entering HCPS for the first time

- Two forms of address verification in your name; lease, TECO, contract to purchase home, property tax statement
- Parent/Guardian driver's licenses / passport
- Student's birth certification & social security card
- Florida physical (*yellow form*)
- Florida immunization record (*blue form*)
- Copy of IEP or 504 Plan
- Records from prior school (*report card & test scores*)

Registration is completed on campus and by appointment only, all documents are required at the time of registration. Once you have all the documents, please contact Allison Meek at Allison.Meek@HCPS.net to schedule an appointment. Please include student name, grade and address in the email.