**Step 1:** Obtain a piece of scrap paper from the tray below or you may

 use your own scrap paper.

**Step 2:** Obtain a writing utensil.

**Step 3:** Begin by writing your first and last name(s) at the top.

**Step 4:** Below your name(s) you will write your destination (where you

 are going).

**Step 5:** Include the date and the current time.

**Step 6:** At the bottom created a line for the teacher to sign.

**Step 7:** Lastly, give the pass and a writing utensil to the teacher to sign

 or initial.

Example:

**Charlie Brown**

**To 5th period recess to play football**

**2/08/14**

**11:00 am**

**X**\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**