



Student Release Guidelines – Early Release

Any person that picks up a student early, including parents, **will be asked to show a photo ID**. Students will then be called to the office. Please allow extra time for the office to call up the student. Students will not be called to the office before parents/guardians arrive on campus.

Please note - If someone other than the custodial parent or guardian will be picking up a student prior to the end of the school day (custodial parent or guardian must do **all** of the following):

- Notify the office by sending in a signed, dated letter
- Date/time of that pick up
- State who will be picking up the student
 - Adult noted **must** be on the emergency contact list.

In case of an emergency:

- Custodial parent must call the office to notify office staff who will be picking up the student, then send a written request with a picture of your photo ID via email to:
 - kimberly.hendrixraci@lmsvschools.org, or
 - MUM@lmsvsd.net

Exceptions:

- Students will be released to an authorized law enforcement officer or social services agency professional acting in accordance with the law; or at the direction of the Principal to receive emergency medical care.

In the event that a parent is unable to email a note, the Principal or Admin Designee may make a determination in the best interest of the student.