



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. Reminder: We do not release students in the *last 20 minutes* of the school day.

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, or by coming into the office beforehand;
- Include the 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:
 - kim.hendrixracine@lmsvsd.net, or
 - cristina.daniels@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.