



Student Release Guidelines – Early Release

Any person that picks up a student early, including parents, will be asked to show photo ID.

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

- **Notify the office by sending in hand written, signed and dated letter**
(This can be by fax, email or hand delivered to the front office)
- State who will be picking up the student
- Date/time of that pick up

In case of an emergency:

- Call the office to notify office staff who will be picking up the student, then do one of the following:
- Fax a handwritten and signed note to the office
 - Office fax number – (school office fax number) **OR**
- Send a picture of a written request via email to:
 - Office Manager email
 - Health Tech email

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.