



2022/23 Student Release Guidelines

Student release guidelines were developed to ensure the safety of all of our students in the event of a parent requesting that their child be picked up by an adult other than themselves. If anyone other than the student's custodial parent is picking up a student prior to the end of the school day, BOTH of the following conditions must be met:

- The person picking up the student must be listed as an emergency contact in our student database.
- The custodial parent must deliver a signed, dated letter notifying the office as to which emergency contact will be picking up the student and the date and time of that pick-up.

***Exception: If the custodial parent has an individual who is listed as an emergency contact and picks the student up on a consistent basis during the week, a blanket signed letter delivered to the office will serve as permission for that individual to pick the student up. For example, if a grandparent listed as an emergency contact picks the student up every Friday, ONE letter from the parent authorizing this pick up will suffice for the school year.**

Valid ID must be provided to office personnel prior to student release.

Custodial parents may add individuals to their child's emergency contact list by visiting the office or contacting the school's Office Manager or Principal for steps needed to add an individual.

In case of an urgent (emergency) situation, there are options that can be utilized.

The parent must contact the office by phone to relay the situation and then use one of the following options to provide the school with written notification:

- fax written notification of the need for an emergency early release pick-up; the fax must include a handwritten and signed note from the parent informing the school of who will be picking up the student.
- parent may send a picture of a written request for pick-up/early release to the office by e-mail attachment

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.