Please write clearly. Have photo identification out and ready to show school personnel.

STUDENT RELEASE FORM

Thank you for your patience during this reunification. We share the same goal during this process: getting you and your student back together as quickly as possible. The reason that we're going through this process is that an event has occurred at the school that mandates we personally unite you with your student.

Instructions:

1. Complete Section 1, below, and join the registration line with your photo ID.
2. Staff will verify your identity at Registration. Staff then will take this form and a runner will be sent to get your student.
3. Meet the staff and your student at the Release area.
4. Maintain your calm and DO NOT shout at school staff. We'll get through this as quickly as possible.

1 Completed by **Parent/Guardian** at **Registration**	Student Last Name _____ First Name _____ Parent/Guardian Name: _____ Relationship to student: _____ Where are you going when you leave: _____ Address and Phone Number: _____ Grade _____ Homeroom _____

2 Completed by **Staff** at **Registration**	Name on Release Form? ▢ YES ▢ NO Photo ID/Driver's License Verified? ▢ YES or okay to release at gate with student verification ▢ YES Permission for student verification granted by: _____

3 Completed by **Staff** at **Holding Area**	Student Status: ▢ With class. Class _____ ▢ Absent ▢ First Aid ▢ Missing Notes: _____

4 Completed by **Staff** at **Release Gate**	Name same as section 1? ▢ YES Photo ID/Driver's License Verified? ▢ YES or verified by student ▢ YES Released by: _____Time: _____ Date: _____

5 Completed by **Parent/Guardian** at **Release Gate**	I, the parent/guardian listed in Section 1 above, acknowledge release of the student named in Section 1 above to my custody. Signature: _____