



## **Student Release to Unauthorized Person**

- 1. Parent/guardian called management to inform who will be picking up the child
- 2. Management verified by call back to on file telephone number (ask for number parent can be contacted back at and call back to confirm or ask for secret password)
- 3. Photo ID copy of person picking up attached
- 4. Pick up person signed form
- 5. Parent/guardian later signed form
- 6. Pick up person is at least 18 years of age

(Name of Child) \_\_\_\_\_

will be picked up on (date/time) \_\_\_\_\_

by (name) \_\_\_\_\_

(relationship) \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephoned in/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Person Picking Up Child Signature: \_\_\_\_\_ Date: \_\_\_\_\_