

AUTHORIZED STUDENT RELEASE

I/We authorize the following person(s) to pick up my/our child \_\_\_\_\_  
from school.

Name	Relationship	Contact Information

**\*\*PLEASE ATTACH A PHOTOGRAPH OF EACH PERSON LISTED ABOVE**

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**RELEASE PASSWORD**

In the event that someone other than a parent, or individual authorized above, may need to pick up your child from school, parents must establish a password to be kept on file in the school office.

Parents must contact the office prior to pick-up time to notify the school that an unauthorized individual will be picking up your child. Both the parent (if notification is via telephone) and the person picking up your child must provide the password. The individual picking up must also provide photo I.D. at the time of pick up. Your child will not be released until all steps in the above process have been completed.

My chosen password is \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_