



STUDENT(S) EMERGENCY RELEASE FORM

LAST NAME

STUDENT(S) IN THE SCHOOL

ABSENT

PICKED UP

OTHER

Name: _____

☐☐☐

Name: _____

☐☐☐

Name: _____

☐☐☐

Name: _____

☐☐☐

PARENT/LEGAL GUARDIAN:

RELEASED TO

First Name: _____ Last Name: _____

Home Address: _____ Phone () _____

Cell Phone: () _____ Email: _____

PARENT/LEGAL GUARDIAN:

First Name: _____ Last Name: _____

Home Address: _____ Phone () _____

Cell Phone: () _____ Email: _____

OUT OF AREA CONTACT:

Name: _____ Home Phone: () _____

Cell Phone () _____ Email: _____

☐ MEDICAL ALERT:

SPECIAL INSTRUCTIONS FOR STAFF:

RELEASED TO:

Parent ☐

Authorized Guardian ☐

Student's Full Name: _____ Teacher: _____ Div: _____

Student's Full Name: _____ Teacher: _____ Div: _____

Student's Full Name: _____ Teacher: _____ Div: _____

Student's Full Name: _____ Teacher: _____ Div: _____

In the event of a significant emergency, or disaster, the school may implement an **Emergency Reunification** of students for their safety and well-being. Should this be necessary, the school will only release your child(ren) to persons authorized on this form, or if necessary to medical personnel.

RELEASED TO

AUTHORIZED GUARDIANS:

First Name: _____ Last Name: _____

Home Address: _____ Phone () _____

Cell Phone: () _____ Email: _____

First Name: _____ Last Name: _____

Home Address: _____ Phone () _____

Cell Phone: () _____ Email: _____

First Name: _____ Last Name: _____

Home Address: _____ Phone () _____

Cell Phone: () _____ Email: _____

First Name: _____ Last Name: _____

Home Address: _____ Phone () _____

Cell Phone: () _____ Email: _____

FOR SCHOOL USE ONLY
AUTHORIZATION FOR STUDENT(S) RELEASE

PICTURE ID: CONFIRMED ☐

NOT AVAILABLE ☐

ID VERIFIED BY STAFF ☐

DESTINATION: HOME ☐ OTHER ☐ _____ **TIME:** _____

STAFF SIGNATURE: _____

PARENT/GUARDIAN SIGNATURE: _____

PARENTS/AUTHORIZED GUARDIANS AFTER YOU ARE CHECKED – IN:

1. Please go to the **Release Gate [2]**.
2. Give this part of the form to a **staff member** at the gate.
3. Please wait at the **Release Gate [2]**, a **staff member** will locate the student(s) and bring them to you.

ONCE YOU HAVE THE STUDENT(S) PLEASE EXIT THE SCHOOL GROUNDS. THANK YOU FOR YOUR PATIENCE.