



### Emergency Pick Up Authorization

To authorize a person other than the parent/guardian for a one time only pick up of your child, complete this form and return it to your child's teacher or the school office by noon the day of pick up. Please notify the individual you note below that he/she is required to have a picture ID when signing out/picking up your child, as we will ask to see it to ensure your child's safety.

\*\*Please remember that for custodial issues, a court document must be present in the child's file in order for either parent to be denied the ability to sign out or pick up their child.

Date of one time pick up \_\_\_\_\_

Student's Name(s) \_\_\_\_\_

Teacher(s) \_\_\_\_\_

Grade Level(s) \_\_\_\_\_

First & Last Name of person picking up \_\_\_\_\_

Relationship to student \_\_\_\_\_

Phone # \_\_\_\_\_

The primary parent/guardian must consent to the authorized person below.

\*If there is dual custody between parents, then both must sign this authorization.

Parent/Guardian Name(s) \_\_\_\_\_

Signature \_\_\_\_\_

Phone # \_\_\_\_\_