



Emergency Pickup Authorization

To authorize a person other than the parent/guardian to pick up your child, complete this form and return 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 their child.

Student's Name _____

Teacher _____

Grade Level _____

First & Last Name of person picking up _____

Relationship to student _____

Phone # _____

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

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

Parent/Guardian Name _____

Signature _____

Phone # _____

*Parent/Guardian Name _____

Signature _____

Phone # _____