

EXAMPLE OF STUDENT RELEASE FORM

**THIS FORM DOES NOT NEED TO BE RETURNED TO THE SCHOOL NOW.
AFTER A MAJOR EMERGENCY, THIS FORM WILL BE AVAILABLE TO YOU AT THE SCHOOL REQUEST GATE**

Instructions:

1. Take a deep breath.
2. Have picture ID ready.
3. Please fill out the Student Information section (A). PLEASE PRINT CLEARLY.
4. Please fill out one for each student you are requesting.
5. Hand forms in at the Request Gate. They will verify you are authorized, send a runner to get the student(s), and direct you to the Release Gate. Please keep your picture ID handy, you will have to show it at again at the Release Gate.

These measures are in place for the safety and security of our students. **Your patience is appreciated.**

(A) Student Information:

Student Name: _____ Grade: _____
Requested By: _____ Relationship to Child: _____
Destination: _____ Date: _____ Time: _____

To be filled out by school personnel only.

(B) Request Gate Staff

Student Location: _____ Proof of ID
Preauthorized Contact (on School Closure/Emergency Release Form): Yes No (Check Release Statement)

(C) Student Status (To be initialed by teacher/student care area)

Sent with Runner: _____ Absent: _____ 1st Aid: _____ Missing: _____

**** If student is absent, in 1st aid, or missing, deliver this form to the Emergency Operations Center ****

(D) Release Gate Staff

Requestor Signature: _____ Proof of ID Time: _____