

STUDENTSATTENDANCE - RELEASE DURING SCHOOL HOURS

No one may release students from school at other than the regular dismissal times without prior approval of the Building Principal or his or her designee in the school office. No student will be released from school to any person other than the custodial parent(s)/guardian(s) without the written or oral permission of the custodial parent(s)/guardian(s).

Oral permission will only be acceptable if the identity of the parent is recognized by the administrator or school office personnel receiving the call, or if permission can be verified by calling the parent/guardian back at a number listed on the child's emergency contact form. If not, early release will be denied.

In addition, the Student Sign-Out Sheet must be signed by the adult to whom the student is released.

Photo identification or other acceptable identification of the person taking the child may be requested by School Personnel if there is any concern.

Adopted: May 12, 1983
Revised: April 22, 1993
Revised: February 24, 1994
Revised: December 10, 1998