

## **GUIDELINE #36: RELEASE FROM SCHOOL**

### **CURRENT LAW AND/OR PRACTICE**

Only parent(s)/legal guardian(s) or persons identified on Authorization for Release of Student from School section of the Student Data Card (FM 2733E Rev. (03-95) are authorized to remove a student from school during the school day

### **PROCEDURES**

1. The Authorization for Release of Student from School section of the Student Data Card must contain the name of any person(s) who are authorized to pick up the student during the school day. Parent(s)/guardian(s), as identified on the front side of the Student Data Card, must sign this authorization.
2. In instances where parents are divorced or separated, the action of the school will be governed by information on the Authorization for Release of Student from School section of the Student Data Card. Schools will look to the parent(s)/guardian(s) with whom the child is living to make the designations on the card.
3. The Authorization for Release of Student from School section of the Student Data Card must be updated at any time during the school year when parent(s)/guardian(s) notify a school of additional or new information.
4. The school administrator or designee (preferably assistant principal or counselor) must be the responsible person in the school to release a student during the school day. This person must review the Authorization for Release of Student from School section of the Student Data Card to ensure that the person requesting the student is authorized to remove the student. Under no conditions should students working in school offices release other students. Students should only be released from the office.
5. Only individuals listed on the Authorization For Release of Student from School section of the Student Data Card are allowed to take students from school during the school day and the identification of the individual should be obtained through the following:
  - a. driver's license or other identification card (photo ID preferred), or identified by student being picked up if photo ID is not presented
  - b. known to school personnel or identified by the student being picked up

### **Guideline #36: Release from School (continued)**

6. Individuals who do not possess the identification information listed above and are authorized to pick up children from elementary school should have a signed note from the parent(s)/guardian(s) or a phone call should be made to the parent(s)/guardian(s) for identification purposes.
7. A person whose name is not on the Authorization for Release of Student from School section of the Student Data Card as authorized to pick up the student appears at the school to seek the release of a student, no release shall be permitted until a contact is made with the parent(s)/guardian(s). If no contact can be made, no release shall be authorized. This applies to any individual regardless of the relationship to the student.
8. The person authorized to release a student from school must have the person requesting release of the student sign an excused early sign-out sheet or similar document
9. Please refer to Guideline #3: Law Enforcement Officers on Campus, in this document, concerning release of students to law enforcement officers or Department of Children and Families personnel.