

SIGN-OUT SHEET FOR STUDENT PICK-UP

All persons picking up children are to sign on this sheet before we will release a student to them. Please list a maximum of four individuals who are authorized to pick up your child. Include all authorized parents, guardians, relative and friends. Please help us by reminding these individuals that they will need to show us ID if we do not yet know them before we will release child to them. ***If someone arrives to pick up your child and is not listed or does not have proper ID, we will try to contact you for authorization. If we cannot reach you, we will not allow that individual to pick up your child.***

Student Name: _____

Grade: _____

Persons Authorized To Pick Up Student

1.	4.
2.	5.
3.	6.

Sign-Out By Person Picking Up Student

DATE:	NAME:	TIME:	If not Authorized Person, initialed OK by Teacher/Staff after Consultation with Parent:

Note: In order to OK a pick-up by an unauthorized person, a Teacher, Cooperative Teacher, and/or Main Office personnel must obtain authorization for the pick-up from the student’s parent or guardian, either in writing or over the telephone.

Parent/Guardian’s Signature: _____ **Date:** _____