

RURAL RETREAT MIDDLE SCHOOL

2017-2018 EARLY RELEASE FORM

Student Name _____ Teacher _____

Since the school is responsible for the safety and well-being of your child, he/she will be released, prior to the end of the school day, only to a parent or a person authorized in writing by the parent to act in his/her behalf.

The student will not be released to anyone whose name does not appear on the list below. As an added precaution, identification must be presented when picking up a student. Students **must be signed out in the office** by an authorized person. Students may not sign themselves out and must be picked up in the office. Students may not leave the school unescorted.

This form will be kept on file in the office. The parent/guardian may make changes (adding or removing names) by completing a new form or by editing this form and putting their initials and date in the margin next to the change. This must be done in the school office.

The names appearing on this list are not considered the same as the people the school/nurse would call in an emergency. Emergency numbers are listed on the Student Registration Form. However, the same rules apply.

Please **print** the name of each person who is authorized to check out your child from school prior to the end of the school day.

AUTHORIZED PERSON
(Please print)

RELATIONSHIP
(Relative, Friend, Neighbor, etc.)

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

The persons whose names appear above are authorized to check my child out of school.

Parent Signature

Date

Parent Signature

Date