



## STUDENT RELEASE FORM

- STEP 1:** Fill in one form for each student requested. PLEASE PRINT CLEARLY. LEAVE STAFF USE CELLS BLANK.  
**STEP 2:** Give Release Form and your photo ID to staff at the Release Gate.  
**STEP 3:** Move to the Release Gate. Please leave the campus as soon as you are reunited with the requested student(s).

<b>STUDENT</b>	<b>GRADE</b>	<b>FOR STAFF USE</b>
<b>DATE/TIME</b>	<b>TEACHER</b>	<b>PHOTO ID VERIFIED BY</b>
<b>RELEASED TO</b>		<b>PHOTO ID #:</b>
(Print Name)		<b>MEDICAL NEEDS</b>
<i>I assume custody of the student named above as parent, guardian or authorized adult. (circle one)</i>  _____ (Signature)		
<b>DESTINATION</b>	<b>PHONE NO.</b>	<b>STUDENT STATUS (check one)</b> <input type="checkbox"/> RELEASED <input type="checkbox"/> CUSTODY ISSUES <input type="checkbox"/> ABSENT <input type="checkbox"/> MEDICAL/FIRST AID <input type="checkbox"/> UNACCOUNTED-MISSING
<b>ARE YOU AUTHORIZED TO PICK UP OTHER STUDENTS?</b>  <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>NOTES</b>  <b>TIME RELEASED</b>



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