

TRAFFIC RELEASE PERMISSION FORM 2018-2019

Student Name _____ Level _____

IMPORTANT DISMISSAL INFORMATION

For your child's safety, please be aware...

- A non-listed person may **NOT** take a child without a parental note and proper identification.
- FOR DURING-THE-DAY DISMISSALS TO SOMEONE **OTHER THAN A PARENT**, A NOTE/CALL MUST BE RECEIVED FROM THE PARENT INDICATING DATE, TIME, AND PERSON TO WHOM CHILD IS BEING RELEASED. Your child **MUST** be signed out at the office desk by the person picking him/her up.
- For dismissal / traffic changes, please **CONTACT** the office by phone or dated note to indicate who will pick up your child. **Do not rely on email for changes later than 2:00pm.**

TRAFFIC RELEASE

**THIS FORM APPLIES TO NORMAL, EVERYDAY TRAFFIC DISMISSAL TIMES.
ALL OTHER TYPES OF DISMISSALS REQUIRE SCHOOL NOTIFICATION.**

PEOPLE TO WHOM MY CHILD MAY BE RELEASED AT NORMAL TRAFFIC DISMISSAL:

Name: _____ Relationship to child: _____

Name: _____ Relationship to child: _____

Name: _____ Relationship to child: _____

Name: _____ Relationship to child: _____

CAR POOL (if applicable): _____

IMPORTANT NOTE: Children not picked up by end of traffic automatically go to ESP.
The parent account is charged the hourly rate.

If there are legal restrictions regarding traffic [such as non-custodial parent picking up child], that documentation MUST be on file in the office. Additionally, the office MUST be notified if there are changes to the plan.

Signed this the _____ day of _____, 20____.

(Parent/Guardian)