



DISMISSAL PROTOCOL

Only the LEGAL parent(s) and guardians are permitted to pick up children at the end of the school day, at the end of ECP, or when a student must depart for an early dismissal. Any other person(s) must be formally approved by a parent/legal guardian.

Note: You do not have to designate alternate persons for pick up, in this case please list yourselves in the required spaces.

Please use the OptionC eForm to designate/approve any alternate persons who may pick up your student(s). If necessary, you may add alternate names to the list at a later time by submitting a signed note to the school office.

PROPER IDENTIFICATION MUST BE AVAILABLE AT ALL TIMES WHEN A CHILD IS TO BE PICKED UP AFTER SCHOOL OR FROM ECP. At times, substitutes may be working and may not be acquainted with the person who asks to check out a student. A driver's license or some other form of ID may be necessary.

The eForm will only allow additions to your student's authorized pick-up list. **In order to remove an authorized person, BOTH parent/guardian signatures will be required.**

For any special circumstances, please contact the school office with as much notice as possible.