



## STUDENT PICK UP/RELEASE FORM

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

### STUDENT RELEASE

Adults who are not listed as an emergency contact or authorized pickup will not be allowed to pick-up a student.

### PICKUP LIST

Only adults listed by the parent or legal guardian on the "pickup list" will be permitted to take a child from school. **If a person is being added to the pickup list, the information must be provided in writing, with parent/guardian signature, to the main office. The school will not accept additions to the pickup list by phone.**

### STUDENT DISMISSAL ARRANGEMENTS

**Any changes made to your child's dismissal procedure (walker or pick-up) must be given to the school in writing.** GLA will not accept phone calls to change student dismissal arrangements. *EX: If student is designated as a "pick-up", we cannot accept a phone request that the student should walk home today. This change must be submitted in writing with a parent signature.*

Changes to dismissal procedures may be sent to school with the child or sent via fax to 248-334-6457 (if using fax, please be sure to include a copy of your identification.)

It is the sole responsibility of the parent/legal guardian to ensure the school office has the correct emergency contact and pickup information.

**Please indicate one:**     My child will be picked up     My child will be a walker

Name	Phone Number	Relationship to Child

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_