



Authorized Pickup

Authorization for alternate pick up for my child/children

1. _____ ph# _____ pin _____
2. _____ ph# _____ pin _____
3. _____ ph# _____ pin _____
4. _____ ph# _____ pin _____

Date(s): _____ to _____
Specific date or first and last dates for a specific period

I understand that the individual picking up my child must provide a picture identification. I also acknowledge that it is my responsibility to notify the school every day that any individual on this authorization form will be picking up my child. The school reserves the right to insist that a parent or guardian pick-up their child in the event that any of the following **has not** occurred:

- a. **The individual picking up the child has proper identification - D.L. or passport.**
- b. **Parents have called/text the school on the day of alternative pickup.**
- c. **This letter has been hand delivered to the school by a parent, prior to the pick up time.**
- d. **I authorize this person to have a Procure pin for pick up.**

Parent signature _____ Date _____

Office Admin _____ Date _____