

# DISCOVERY CHARTER SCHOOL 23-24

## Pick-up Authorization

In the event that a parent/legal guardian cannot pick up their child, please notify the school office in writing. When that is not possible, phone notification must be given to the school office at least one hour prior to pick up. If a child is to be picked up prior to the end of the day (doctor appointment, etc.), the parent/legal guardian must give notification, including who will pick your child up, when and why. The authorized individual must check in with the school office with proper identification. If an authorized person picks up the child at the end of the school day, they will need to show identification as well.

**Note:** If the school office does not receive notification and/or the authorized agent does not have identification, the child will not be released.

Any legal agreements such as custody papers or orders of protection will need to be on file at the school in order for the school to enforce these orders.

Please list those individuals authorized to pick up your child: *(The list will be kept on file for the current school year, but is not a substitute for proper notification, and identification is still required.)*

Child's Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

1. \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

2. \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

3. \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

4. \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

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