

## **515: Releasing Student Procedure**

### Releasing Students from School

- When a parent and/or legal guardian call to request that a child be released from school, the school must verify the call before releasing the child. In order to verify the call, the school should return the call to the parent/ guardian by using the phone number on the parent/ guardian information sheet.
- Parents/legal guardians have the responsibility of notifying the school in writing of any changes of legal guardianship or custody. Any legal papers are retained in the student file for reference.
- When a parent/ and or guardian enrolls a student in school and signs he enrollment form this is the designated person who is able to pick up the student from school, as well as able to change emergency contacts, and designate who may pick up the student from school.
- If the school receives legal papers indicating legal custody for the student has been changed a meeting will be set-up by the social worker with both parents/guardians to determine how to proceed regarding release of the student from school.