

Temporary Authorization for Child Release

School Number (to be completed by Director)

Date

_____ will be picked up on _____
Name of Child Date

at _____ by _____
Time Name and Relationship to Child

_____ Phone
Address, City, State, Zip

_____ Date
Parent/Guardian's Signature

_____ Date/Time
Director's Signature

_____ Date/Time
Authorized Person's Signature

Checklist

- 1. Parent/Guardian completed this form in advance or parent/guardian called Director to inform that a previously unauthorized person will be picking up the child.
- 2. If parent/guardian called in, Director verified by calling back to a telephone number on file and used any other information on file for identification, if necessary.
- 3. Photo ID copy of person picking up is attached.
- 4. Pick up person is at least 18 years of age.
- 5. Pick up person signed form.
- 6. Parent/guardian signed form (either before authorization or immediately upon next arrival).

For Director's Use Only: Ensure that all steps have been completed and place the form in the child's file.

REV5/2010