Harlem Elementary School

Authorization to Release Child to Alternate Adult

Harlem Elementary will not release your child to an unauthorized person. No one other than the legal parent or guardian may pick up your child unless listed below. You can also use this form to remove anyone who was previously authorized to pick up your child. The people on this list will also serve as emergency contacts.

STUDENT_____ Grade_____

I _____, give permission to release my child to the following adult(s):

Name	Relationship to Student	Daytime Phone(s)

The following adult(s) are no longer authorized to pick up my child:

Please note that, in order to remove a parent/legal guardian, you must produce legal documentation.

Parent/Guardian Signature _____Date_____

*****This form MUST be completed for each addition or subtraction. For one-time only, emergency situations you may send a letter to the office or call from a verifiable phone number.***