

# Emergency Student Release Form<sup>1</sup>

**Requester:** Only parents, relatives, or friends listed on the Student Emergency Information form will be allowed to pick up a student during an emergency or critical incident. You are required to show identification and sign out the student using this form.

Student name: \_\_\_\_\_

Teacher name: \_\_\_\_\_ Grade level: \_\_\_\_\_

Student release requested by: \_\_\_\_\_

Proof of identification: \_\_\_\_\_

If the person requesting release is not listed on the Student Emergency Information Form, release of the student will be denied until direct parental contact has been made.

**STUDENT DISPOSITION:**

- |                                  |   |
|----------------------------------|---|
| <input type="checkbox"/> Present | <input type="checkbox"/> Receiving first aid                  |
| <input type="checkbox"/> Absent  | <input type="checkbox"/> Evacuated to hospital/medical center |
| <input type="checkbox"/> Missing | <input type="checkbox"/> List hospital, if known _____        |

Requester's Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Staff member approving release (Please Initial): \_\_\_\_\_

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<sup>1</sup> Source: Michael D. King and Linda Harrison, 1996. *Developing School Programs and Policies: A Principal's Manual*. Aspen Publishers, Inc.