



Outdoor Science School – Early Departure Request Form

Date of Request: _____ School Name: _____

Student Full Legal Name: _____ Classroom Teacher: _____

Student’s DOB: _____

Information of Parent(s)/Guardian(s) who will be picking up the child from Outdoor Science School

Name: _____ Phone: _____

Address: _____ Alternate Phone: _____

Email: _____ Type of Photo ID used to pick up child: _____

Date, Day and Time of pick-up: _____

Reason for picking up early: _____

Parent Signature _____ Date _____

Principal Signature _____ Date _____

District Use

Approved Not Approved Parent Contacted

Reason for request not approved _____

District Administrator Signature _____ Date _____



Outdoor Science School – Early Departure Request Parent/Guardian Letter

Dear Fifth Grade Parent(s)/Guardian(s):

The Los Alamitos Unified School District, with parent and community support, is proud to offer an Outdoor Science School (OSS) program that provides a rich and memorable extension to the classroom experience for fifth grade students. The District and California OutDoor Education and Science (C.O.D.E.S.) have a vested interest in keeping all students safe. For that reason, if you anticipate the need to remove your student from OSS prior to the end of camp (meaning you as the parent/guardian will physically need to pick-up your child from camp), please follow the guidelines below:

- Contact your student’s principal to initiate the request.
- Submit an “Early Departure Request Form” to your school site principal at least one week prior to the start of your school site’s camp date.

Early departure from camp is only arranged through established procedures between the Los Alamitos Unified School District and the parents. C.O.D.E.S. does not approve or release students without explicit direction from a District Administrator.

Thank you for your partnership in creating a meaningful learning experience for our students.

Regards,

Melissa Miller

Director of Educational Services

Los Alamitos Unified School District