



Capital School District

Board of Education Policy

Section: Student
Title: Release of Students
Policy #: 700-33
Date Approved: 12/05/12
Date Revised: 10/17/12

Purpose

To establish uniform criteria for releasing students in the Capital School District to persons other than their parents, guardians, or relative caregiver. The Department of Education requires the Boards of all public school districts to adopt a policy on releasing students to persons other than their parents, guardians, or relative caregiver.

Often students need to be released from school at times other than normal dismissal time.

Releasing Students to Persons Other Than Parent, Guardian or Relative Caregiver

1. A student may be released to a person other than the student's parent, guardian or relative caregiver under the following conditions:
 - a. The student's parent, legal guardian/custodian or relative caregiver has made a request in advance in writing or verbally to release his/her child(ren) to a specifically named adult prior to the school releasing the child(ren) into the adult's custody. The adult must present picture identification at the time he/she appears to pick up the child(ren).
 - b. The child is being transported by any officer or agent of a city, county or state agency for the purpose of law enforcement, or if a child is being transported to a hospital or medical facility for treatment, by certified or other qualified medical emergency transportation personnel. All reasonable attempts shall be made to notify parents, legal guardians/custodians or relative caregivers immediately upon the event of a student being transported to a hospital or medical facility for treatment.
2. A list shall be provided by the parent, guardian/custodian or relative caregiver of individuals who have permission to pick up his/her child(ren) on the emergency contact card/sheet maintained by the school.
3. A student may not be released to a person under the age of 18 unless that person is the parent, legal guardian/custodian or relative caregiver of the student, or the school has received written authorization to release the student to a family member under the age of 18 prior to such release.

Maintenance of Records

1. A daily log of the release of students to other than custodial parents/guardians/relative caregivers shall be kept at all schools. The log shall contain the student's name, the name of the individual to whom the student is released, and the time of release.

When a parent/guardian/relative caregiver presents a document regarding custody, visitation, medical records or other sensitive student information, a "Receipt of Legal/Medical Records" must be recorded by the school. The signature of the person presenting the document, as well as the signature of the district employee receiving the document is required. Additionally, district employees shall verify the identity of the individual who is supplying the documents and note the verification of identity on the form. Other information to be completed on the form includes a description of the document, expiration date (if any) and the location of where the original document will be filed. If copies are distributed to other schools or departments, that information shall be noted. The parent or guardian shall receive a copy of the completed form.