



PARENT RELEASE / STUDENT DROP-OFF AUTHORIZATION FORM

Required for students in Pre-K through Grade 5

This form identifies how ECISD Transportation may release the student at the approved assigned stop. Submission does not guarantee approval. Transportation reviews requested release arrangements for safety before approval.

STUDENT / PARENT INFORMATION

Student Name: _____ Grade: _____ School: _____

Approved Primary Home Address in Focus: _____

Parent/Guardian: _____ Phone: _____

SELECT ONE RELEASE ARRANGEMENT

____ A. ADULT REQUIRED - Release my child only to a parent/guardian or authorized adult listed below at the approved assigned stop.

Authorized adult(s): 1. _____ 2. _____

____ B. REQUEST RELEASE WITHOUT AN ADULT PRESENT - I request that my child be released at the approved assigned stop without an adult present. This request is not effective unless approved by ECISD Transportation.

____ C. APPROVED ALTERNATE STOP / LOCATION - Release at the ECISD-approved alternate stop/location below. The location must already be approved; this form does not create a new stop or route assignment.

Approved alternate stop/location: _____

At this location: ____ Adult required ____ Request release without adult present

TRANSPORTATION SAFETY REVIEW

ECISD Transportation will review the requested release arrangement based on safety and operational conditions, which may include grade/age, stop location, roadway and traffic conditions, visibility, walking conditions, time of day, route design, and any applicable documented student-specific safety requirements. ECISD may approve, deny, modify, suspend, or revoke a release arrangement when reasonably necessary for safety or when route or stop conditions change.

PARENT / GUARDIAN ACKNOWLEDGMENT

I certify that the information on this form is accurate. I understand that transportation is based on the student's approved primary home residence address in the Focus Parent Portal unless another arrangement is legally required or separately approved by ECISD. An approved release applies only to the assigned or otherwise approved stop and does not authorize an unassigned bus, route, or stop. If unattended release is approved, I authorize ECISD Transportation to release my child at the approved stop in accordance with that approval, and parent/guardian supervision responsibility begins after the student is released at that approved stop. This form is an authorization and acknowledgment; it does not waive rights or duties imposed by law, Board policy, district procedure, or an applicable individualized student plan. This authorization expires at the end of the current school year and must be renewed annually.

Parent/Guardian Signature: _____ Date: _____

Printed Name: _____ Phone: _____

TRANSPORTATION OFFICE USE ONLY

____ Approved ____ Approved with conditions ____ Denied Review Date: _____

Conditions / Notes: _____

Reviewed by: _____ Title: _____ Effective Date: _____

Driver/Route Notification: Driver _____ Bus # _____ Route # _____