



St. Francis Xavier
Preschool – 8th Jesuit Parish School

K-4th Grade Student Release/Pick-Up Form

Dismissal Procedure: K-4 teachers will hold students in their designated area in the courtyard at dismissal. Students in grades 5th-8th are expected to exit the campus at the front of the school. Students who have not been picked up by 3:00pm will be escorted to childcare and the parent will be billed the appropriate fees.

At dismissal, if there are occasions where your student will not be picked up by their parent/guardian or authorized care giver at the designated pickup area, please indicate the arrangement(s) below:

- _____ 1. I give permission for my student to be picked up by the authorized individual(s) listed below.
- _____ 2. My student will be attending childcare.
- _____ 3. I give permission for my student to leave campus with their 5th-8th grade sibling. Please list name and grade of sibling(s) _____

The information below applies to the release of your student at any time during which they are in the school's care.

I authorize St. Francis Xavier School to release my student to any of the individual(s) listed below:

Name: _____	Relationship: _____
Name: _____	Relationship: _____
Name: _____	Relationship: _____
Name: _____	Relationship: _____
Name: _____	Relationship: _____
Name: _____	Relationship: _____

I DO NOT AUTHORIZE St. Francis Xavier School to release my student to the individuals listed below:

If anyone listed below is a parent or legal guardian, there MUST be appropriate legal documents on file in the school office indicating a loss of rights to the child.

Name: _____	Relationship: _____
Name: _____	Relationship: _____

Please review the dismissal procedure with your student and notify your student's homeroom teacher in writing of any changes in the above information.

Student Name (please print) _____ Homeroom _____

Parent/Guardian Signature _____ Date _____

Please return to your student's homeroom teacher.