

TRINITY LUTHERAN CHURCH
BOARD OF CHRISTIAN SCHOOL POLICY MANUAL

Student Check Out Procedure

Date Implemented: 10/6/94

IA Code:

Date Reviewed: 2/5/98 4/10/03

Date Last Revision:

If a parent or guardian wishes to take a child from school prior to the end of the school day, the following procedure must be followed:

1. The parent/guardian is to report to the school office and sign, date, and time a release form.
2. The secretary will give a release authorization to the parent/guardian. The parent/guardian will take the release authorization to the classroom teacher. The teacher will dismiss the child at that time. Teachers will not release children to anyone who does not have the release authorization.
3. If someone other than the parent/guardian is picking up the child, the parent/guardian must notify the school office by telephone of the name of the person picking up the child. This person will then be asked to show a driver's license or some other picture ID to the secretary before a release authorization will be issued.

This procedure has been implemented to protect the child. While teachers are acquainted with parents, they may not recognize older siblings, relatives, and friends of the family.