

EARLY RELEASE EMERGENCY FORM



There are a few rare occasions when it is necessary to release children during the school day. The following procedures will be used in case of an early dismissal due to inclement weather and other emergencies:

1. Volunteers will be contacted. They will use the information provided on this form to contact parents and inform them where their children should be picked up.
2. Students will not be dismissed until a parent or designee, as listed below, arrives at the designated location to pick them up.

Completing and returning this form will ensure volunteers have adequate information to reach you.

Student Name: _____ Grade: _____

Youngest Child in Royal Oak Schools Only Child in Royal Oak Schools

Address: _____ Home Phone: _____

I understand that volunteers in case of an emergency will use this information. I give my permission for the following persons to be contacted to pick up my child in the event of an early dismissal:

Mother (Full Name): _____

Work Phone: _____ Cell/Pager/Other #: _____

Father (Full Name): _____

Work Phone: _____ Cell/Pager/Other #: _____

Other (Name/Relationship): _____

Work Phone: _____ Cell/Pager/Other #: _____

Other (Name/Relationship): _____

Work Phone: _____ Cell/Pager/Other #: _____

Other (Name/Relationship): _____

Work Phone: _____ Cell/Pager/Other #: _____

If changes are made to these instructions or phone numbers, I will notify the school in writing.

Signature of Parent or Guardian: _____ Date: _____

Teachers Name: _____