

# Request for Student Release from Band Event/Travel

Revised: 2010-09-15

Student Name: \_\_\_\_\_

Bus #: \_\_\_\_\_

Date of requested release: \_\_\_\_\_

Event: \_\_\_\_\_

**Students are required to travel with the band to all events. No student will be released from a band activity without following the procedures below.**

## Required Advanced Notice

- This form shall be completed and placed in the hand of a Band Director. **Forms must be submitted by the end of 7th period the day BEFORE the event.** This will allow the checkout to be fully coordinated by the band staff and head chaperone. Late notification will only be accepted in the case of an emergency.
- Parents may be contacted to verify the form's content. If parents cannot be contacted, a school administrator must approve the early release.

## Step 1 - Please check the appropriate box below.

Request student be released before the conclusion of the event. Requested time of release: \_\_\_\_\_  
Please state why early release is necessary:

\_\_\_\_\_

Request student be released after the conclusion of the event.

## Step 2 - Please check the appropriate box below.

Request student be released to a parent or legal guardian. This form is not required to be notarized.

Request student be released to: \_\_\_\_\_. This form is required to be notarized. Additionally, the person checking out the student must be at least 18 years of age and will be required to show a photo ID.

Request student be released to transport him/herself. This form is required to be notarized. Student must present a valid Driver's License. Please state why self transport is necessary:

\_\_\_\_\_

## Check Out Procedures

- When picking up a student before the conclusion of the event, report to the Head Chaperone to coordinate the student's release.
- When picking up a student after the conclusion of the event, please meet the student at their assigned bus. The release will be coordinated by the chaperone responsible for that bus.
- Chaperones must verify the identification of any person picking up a student. Please be prepared to show a valid Photo ID.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

For Official Use Only:

Date Received: \_\_\_\_\_

Approved  Disapproved

Director Signature: \_\_\_\_\_