

BRITTEN SCHOOL  
AUGUST 2020- AUGUST 2021

SPECIAL PICK-UP

Dear Parents/Guardians,

As you know, the safety of our students is foremost in our minds at all times. We are aware that special circumstances sometimes arise that necessitate someone other than the legal guardian or parent to pick a student up at school. Keeping the wellbeing of our students in mind, we have set guidelines designed to enable us to accommodate you under these special circumstances.

**GUIDELINES**

1. Through your child's teacher or counselor, we will make available to you The attached form that will allow you to outline your needs for special pick up. The form must be completed, signed and returned **in advance** of any special arrangements. **(Hand-written notes or log entries will not be sufficient.)**
2. The parent/guardian must provide a valid phone number of the person picking up the student.
3. Any adult designated to pick up a student will be required to show a picture ID, or if driving a valid driver's license and must be 21 yrs. or older; and formally sign the student out.
4. We will not be able to release a student to older siblings under 21 yrs. old.

It is our hope that this system will allow us to accommodate you when you have transportation difficulties. Please keep in mind that we will not release students to anyone other than parent or guardian unless these criteria have been met.

Attachment

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Parental Permission Slip for Special Pick UP

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

Classroom/Teacher \_\_\_\_\_

Date(s) of Special Pick Up \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, give permission for my student to be picked up  
Parent/Legal Guardian (PRINT NAME)

at Britten School by \_\_\_\_\_ at  
Parent/Legal Guardian Designee (must be 21 or older)

\_\_\_\_\_  
Phone number(s) of Designee

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

**Main School Office Use:**

\_\_\_\_\_  
Parent/Legal Guardian Designee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Responsible Britten School Faculty

\_\_\_\_\_  
Driver's License / Photo ID