

Colonial Heights Public Schools
Authorization to Release Student in an Emergency
and
Emergency Closing Information

Student Name: _____ Homeroom Teacher: _____

In the event of an unscheduled closing of school before the regular dismissal time due to an unexpected event or condition (such as snow, hazardous weather, gas leak, fire, etc.), it is essential that each pupil know how he/she will safely go home. When this does occur, your student will not be able to use the school phones to call you so that we may (1) keep the school lines open for administration and emergency use and (2) facilitate timely dismissal of all students.

In the event of an unexpected closing in which students **may be released by bus/daycare/van or their regular form of transportation**, please indicate the emergency closing procedure for your child.

CHECK ONE:

- My student should come home their usual way.
- My student is to follow the procedure detailed below in the event of an unscheduled school closing:

I have discussed this procedure with my child, and he/she is aware of these arrangements.

Parent's printed name

Student's printed name

Parent's Signature

Student's Signature

Date

Date

Parent's work phone number

Parent's cell phone number

In the event of an **emergency which requires students to be picked up at school**, please list up to three (3) individuals who have permission to pick up your child.

Name Phone # Relationship to the Student

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