



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
Afterschool Program
Limited Authorization for Student Pickup

The school must have written authorization from the student's parent/legal guardian whenever an individual other than the parent/legal guardian will pickup the student. Photo identification is required to pickup a child.

Student Name <i>(last, first, middle initial)</i>	Parent/Legal Guardian	Telephone Number
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The Parent/Legal Guardian will inform the individuals listed on this pickup form that if they fail to provide the proper identification, the school will not release the student to the individual. In the case of a parent telephoning the Afterschool Program with the limited authorization request, this form must be completed immediately by the Afterschool Program staff, signed by the parent at the earliest opportunity, and maintained in the Afterschool Program office.

The following steps must be taken when a parent phones the Afterschool Program with a limited authorization request:

1. A password **MUST** be given over the telephone for parent identification and approval.
2. This form must be completed, signed and filed within **TWO** weeks of the request with the Afterschool Site Director/Office.

I, Parent/Legal Guardian, gives permission for the following individual to pickup my child from the Afterschool Program in my absence.

Name of individual picking up student _____

Driver's license number (or picture ID number) _____

Relationship to student _____

Telephone number(s) of individual _____

I, Parent/Legal Guardian, have granted permission for the above individual to pick up my child (above named student) under the following circumstances

- One Day Only *(print month, day, year, example February 4, 2009)* _____
- One Week Only *(print exact week, example February 3-7, 2009)* _____
- One Month *(print exact month, example March 2009)* _____
- Other *(print specific dates)* _____

I, Parent/Legal Guardian, will inform this individual that she/he must bring identification with him/her when picking up my child (the above named student).

 SIGNATURE OF PARENT/LEGAL GUARDIAN DATE

 AFTERSCHOOL PROGRAM SITE DIRECTOR OR DESIGNEE DATE