

# STUDENT REQUEST FORM

STEP 1. Fill in one form for each student requested. PLEASE PRINT CLEARLY. LEAVE GREY CELLS BLANK FOR STAFF USE.

STEP 2. Give Request Form and your photo ID to staff at the Request Gate.

STEP 3. Move to the Release Gate. Please leave the campus as soon as you are reunited with the requested student(s).

STUDENT		GRADE	FOR STAFF USE	
DATE/TIME		TEACHER	PHOTO ID VERIFIED BY	
REQUESTED BY			AUTHORIZATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
(Print name)  <i>I assume custody of the student named above as parent, guardian or authorized adult. (circle one)</i>  _____ (Signature)			MEDICAL NEEDS	
			PHOTO ID VERIFIED 2x BY	
			STUDENT STATUS (check one)	
			<input type="checkbox"/> RELEASED <input type="checkbox"/> CUSTODY ISSUES <input type="checkbox"/> ABSENT <input type="checkbox"/> MEDICAL/FIRST AID <input type="checkbox"/> UNACCOUNTED-MISSING	
DESTINATION		PHONE NO.	NOTES	
ARE YOU AUTHORIZED TO PICK UP OTHER STUDENTS? <input type="checkbox"/> Yes <input type="checkbox"/> No			TIME RELEASED	

3/05

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