



**Authorization for Student Pickup Form**

Students are to be picked up by their parents/guardians or approved designee. If parents/guardians would like to give authorization for someone other than themselves to pick up their child(ren), this form needs to be on file at OCS. Parents/guardians can also give permission for someone to pick up their child(ren) on a case-by-case basis: notify the staff at OCS via text, phone, or email of who will be picking up their child(ren) on a particular date. If permission is given using this method, the authorized individual will need to come into the school to sign out the child(ren).

The following individuals are authorized to pick up my child(ren), \_\_\_\_\_, from Outlook Christian School:

Name #1 \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name #2 \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name #3 \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name #4 \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**OCS staff will check the ID's of individuals the first time that they pick up the child, so individuals should have their ID's on hand.**