

Alternate Pick-Up Procedure

To ensure the safety and security of our students during alternate pick-up arrangements, please follow the steps outlined below:

Handwritten Note:

- Provide a handwritten note that includes:
 1. Student's Name
 2. Grade and Date
 3. Authorized Party's Full Name and Phone Number
 4. Parent's Name and Signature

Procare Message:

- Send a detailed message in the Procare system with:
 1. Authorized Party's Full Name
 2. Phone Number
- Please note that a valid driver's license will be required for verification during pick-up.

Temporary Pick-Up Pass Form:

- Complete a Temporary Pick-Up Pass Form, ensuring all of the same detailed information is included.