



CUSD STUDENT SIGN-OUT PROCEDURES

If it is necessary for a parent or person listed on a child's emergency card to sign out a child during school hours, the person will be required to sign the log in the office, **show photo identification** (if staff does not recognize the individual as a parent or person listed on the child's emergency card) before your child will be called from class to the office. Students will not be called to the office prior to parent or individual's arrival. Please arrange to arrive early enough for the sign-out process and still be able to make your appointment. Keep in mind, that depending on the time of day, students may need to be found on the playground if it is their recess or lunch time.

For the safety and protection of all students, parents must either provide written approval to the school for another person to pick up or the school must make contact with a parent when anyone other than a parent (person listed on front of emergency card) is picking a student up from school before the end of the school day. Even when an individual listed on the *back* of the emergency card is picking up a student, we must have verification from the parent.