

## **Section 8000 – Students**

8090-R Release of a Student During the School Day

8090-R

At the time of school enrollment and admission, the building Principal must enter the student's legal name and the name, address and telephone number of the student's lawful custodian(s) on the student record system.

Before releasing a student during the school day, the building Principal shall be responsible for the verification of the identity of any lawful custodian or any representative seeking release of a student. If a student is to be released to any person other than the parent(s)/guardian(s), that person must have prior authorization by the parent(s)/guardian(s) and such authorization must be recorded on the student record system.

If a lawful custodian, as indicated on the student's permanent record, is not recognized by sight, the Principal shall require identification to his/her satisfaction before such release. If there is doubt, he/she may refuse to grant the release.

In the case of a written or verbal authorization by a lawful custodian of record, the Principal shall verify to his/her satisfaction the message as being from the lawful custodian of record by a return phone call or any other means at his/her disposal. If there is doubt, he/she may refuse to grant the release.

If, in the granting of a release of a student, a change in the record of the student's lawful custodian(s) becomes apparent and verified to the satisfaction of the Principal, such change shall be entered immediately on the student's permanent record.

Rules Accepted: June 29, 2009