



Immaculate Heart of Mary School

3830 Rosemont Ave., Lansing, MI 48910-4592 (517) 882-6631 Pre-school — 8th Grade

STUDENT RELEASE FORM

It is crucial for the safety of all students at Immaculate Heart of Mary School that school personnel knows where students are at all times. A log will be kept in the school office so that all students may be checked in or out when arriving late or leaving early.

Please indicate below which adults (besides parents) have your permission to pick up your children for appointments or transportation home after school.

Family Name _____ Child's Last Name if Different _____

Address _____

Child Name _____ Grade _____

Child Name _____ Grade _____

Child Name _____ Grade _____

- _____ Normal route home is bus
- _____ My child is picked up at school by _____
- _____ My child walks home
- _____ My child goes to Student Care

The following people have my permission to pick up my child(ren) from school (use back if more room is needed).

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Early Dismissal Procedure:

1. Your child will be sent to the office at the time you indicate on a note to his/her teacher or as per call.
2. Meet your child in the office.
3. Identification is required, as per state law.
4. Adult picking up at student (including parents) must sign out from the building log.
5. Any student leaving the building for lunch must be picked up in the school office and signed out leaving and returning.
6. Late arriving students or returning students must be signed into the office.

Parent/Guardian Signature _____ Date _____

Immaculate Heart of Mary Catholic School challenges students to discover God's gifts spiritually, intellectually, socially, and physically within a community that nurtures, honors, and respects the unique person.