

A English Medium School Address: Barhoga Kothi, Jamo Bazar (PIN: 841413), Siwan, Bihar, India

Phone: +91 7870784192/9835616088 WEB: https://dapschool.com

Email: info@dapschool.com

DAP School (A School of Status)

## **RELEASE OF STUDENTS TO AUTHORIZED PERSONS**

Headmasters/Principals must use <u>extraordinary</u> care in releasing a child to a parent or guardian. Such care should be further emphasized when an administrator has been informed that a court order exists prohibiting release of that child to a certain person(s). It is essential to exercise extreme caution in this area to prevent a parent or guardian from attempting to remove a child from school. It is both essential and mandatory that headmaster and principals regularly update the STUDENT EMERGENCY INFORMATION CARD (BACK of ID).

In the event telephone notification is received from a party authorizing release of a student, it is the responsibility of the building administrator to <u>verify</u> that telephone call. A suggested procedure is to ask for the telephone number from which the party is calling, and then to cross-check that number with the information from the emergency card, and then call the party back at that number.

Headmasters/Principals must require proper identification from any person removing a child from school. <u>No child is to be released to anyone other than a custodial parent without the parent's consent and proper identification.</u>

Under no circumstances should a child be sent to any location by way of a taxicab or any other transportation service based solely on notification received by the telephone.

Headmaster or principals having doubts about the release of a student should immediately contact the Bihar Police.

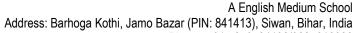
There are some situations in which parents have authorized a third party to transport their children to or from school on a regular basis in a van, bus, or some vehicle other than that assigned by the School Transportation Department. Headmasters, principals, and program directors must obtain written permission from such parents authorizing alternative transportation arrangements. The attached form entitled <u>PARENT PERMISSION TO RELEASE STUDENTS TO AUTHORIZED PERSONS</u> must be completed by the parent before administrators put a child into a vehicle operated by a third party.

It is important to record the name of the driver, the name of the bus company, if applicable, the type of vehicle and the vehicle registration number. Headmasters, principals and program directors are to retain a copy of each completed form.

For more information about this circular, contact:

Name:	
Department:	
Mailing Address:	
Phone:	
E-mail:	

The Principal



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## Parent Permission to Release Students to Authorized Persons

The Open Idea (A School of Status), is concerned about the safety and well-being of all students and consequently, will release a child to a third party (someone other than the parent or legal guardian) only with the parent's or guardian's written authorization. If you plan to release your child to a third party, you must complete this form and return it to the principal of your child's school.

	Date		
I, as parent or guardian, give permission for			
	Print Name of Student		
to be transported to and/or from the	by		
•	Name of School	Name of Third Party or Driver	
during the period from	to	•	
Starts Date	End	date	
	will be responsible for my child's transportation services and		
Name of Third Part	y or Driver		
his or her safety. I release the Open Idea (A School the Open Idea (A School Of Status) releasing my cl		in case of any accident, injury or other mishap as a result of noted above.	
Signature of Parent/Guardian	Home Telephor	ne Number	
Address	Work Telephone Numbe	r	
Name of Third Partycompany or individual name	Telephone Number		
Type of vehicle (check as appropriate):   Van	Bus Automobile	Other Vehicle	
Vehicle Registration Number:			