



DAP School (A School of Status)

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](mailto:info@dapschool.com)

### RELEASE OF STUDENTS TO AUTHORIZED PERSONS

Headmasters/Principals must use extraordinary 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 verify 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. No child is to be released to anyone other than a custodial parent without the parent's consent and proper identification.

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 PARENT PERMISSION TO RELEASE STUDENTS TO AUTHORIZED PERSONS 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:

<b>Name:</b>	
<b>Department:</b>	
<b>Mailing Address:</b>	
<b>Phone:</b>	
<b>E-mail:</b>	

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

I further understand that \_\_\_\_\_ will be responsible for my child's transportation services and  
Name of Third Party or Driver  
his or her safety. I release the Open Idea (A School of Status) from any liability in case of any accident, injury or other mishap as a result of  
the Open Idea (A School Of Status) releasing my child to the person or agency noted above.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Home Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Work Telephone Number

\_\_\_\_\_  
Name of Third Party...company or individual name

\_\_\_\_\_  
Telephone Number

Type of vehicle (check as appropriate):  Van  Bus  Automobile  Other Vehicle

Vehicle Registration Number: \_\_\_\_\_