

Pick Up and Release Form

In person Request for Release of Child: Must be completed to document the request by a parent for the release of a child to a person(s).

Child's Name

Child's Age

One Time Pick Up

Date of pick up

Time of pick up

Name of individual to whom the child is being released to

One Time Pick Up Signatures

Name of requesting parent

Sign and date

Name of staff taking request

Sign and date

Extended Pick Up (Valid for maximum of one year)

Authorization start date

End date

Name of individual to whom the child is being released to

Extended Pick Up Signatures

Name of requesting parent

Sign and date

Name of staff taking request

Sign and date



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**AT PICK UP
INDIVIDUAL MUST SHOW
IDENTIFICATION**