

## Off-Campus Approved Student Check-out List

Student Name

Dear Parent/Guardian,

After off-campus performances, there may be times in which you need to check-out your student, rather than having them ride the bus home. Please use this form to fill out the people that have permission to check-out your student.

**Who should be included and how to add/subtract eligible people:**

1. Any eligible parent, grandparent, or family member.
2. Not eligible are boyfriends/girlfriends or other teenagers, unless it is a sibling.
3. People can be added or subtracted at any time.
4. If a person is not listed but is planning to check-out the student, the parent is responsible for notifying the director and adding the eligible person prior to the event.

**At check-out:**

1. Eligible person must be on this list.
2. May be required to show identification.
3. If the person is not listed or can't validate with identification, students will not be released.

Name	Relationship	Phone Number
Name	Relationship	Phone Number
Name	Relationship	Phone Number
Name	Relationship	Phone Number
Name	Relationship	Phone Number
Name	Relationship	Phone Number

**Agreement of Terms:** I certify that the people listed above are approved to check-out my student from off-campus band activities. I understand the protocols in place and understand the director reserves the right to not allow my student to leave the band activity with any unauthorized person or if the person cannot verify their identity.

Parent/Guardian Signature	Date
---------------------------	------