Request for Student Release from Band Event/Travel

Student Name: ___________________________  Bus #: ______

Date of requested release: ________________  Event: ________________

Students are required to travel with the band to all events. No student will be released from a band activity without following the procedures below.

Required Advanced Notice
- This form shall be completed and placed in the hand of a Band Director. **Forms must be submitted by the end of 7th period the day BEFORE the event.** This will allow the checkout to be fully coordinated by the band staff and head chaperone. Late notification will only be accepted in the case of an emergency.
- Parents may be contacted to verify the form's content. If parents cannot be contacted, a school administrator must approve the early release.

Step 1 - Please check the appropriate box below.
☐ Request student be released before the conclusion of the event. Requested time of release: ______
   Please state why early release is necessary:

☐ Request student be released after the conclusion of the event.

Step 2 - Please check the appropriate box below.
☐ Request student be released to a parent or legal guardian. This form is **not** required to be notarized.

☐ Request student be released to: ___________________________. This form is **required** to be notarized. Additionally, the person checking out the student must be at least 18 years of age and will be required to show a photo ID.

☐ Request student be released to transport him/herself. This form is **required** to be notarized. Student must present a valid Driver’s License. Please state why self transport is necessary:

Check Out Procedures
- When picking up a student before the conclusion of the event, report to the Head Chaperone to coordinate the student’s release.
- When picking up a student after the conclusion of the event, please meet the student at their assigned bus. The release will be coordinated by the chaperone responsible for that bus.
- Chaperones must verify the identification of any person picking up a student. Please be prepared to show a valid Photo ID.

Parent Signature: ___________________________  Date: ________________
Home Phone: ___________________________  Cell Phone: ___________________________

For Official Use Only: Date Received: ________________
☐ Approved  ☐ Disapproved  Director Signature: ___________________________