BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS

STUDENT REQUEST/RELEASE FORM

STEP 1: STUDENT REQUEST

Request
(To be Completed by Parent/Requestor)

I/We request that ________________________________________________________________

Last Name PLEASE PRINT First Name

be released to ________________________________________________________________

Print your name Relationship to Student

If requestor NOT on emergency card, parent must have signed appropriate release space on emergency card (last line on emergency card).

Our intended destination is ________________________________________________________ Location including address if possible

STEP 2: TEACHER RELEASE

Release
(To be Completed by School Personnel)

Runner Form

Room/Location #_________ Grade_____

(Teacher to complete bottom portion of box)

Absent ______

First Aid ______

Missing ______

Sent with Runner ______

STEP 3: RELEASE GATE

_____ Requestor on emergency card

_____ Requestor NOT on emergency card but student recognizes him/her and feels comfortable being released to the requestor. Parent has signed appropriate release space on emergency card.

Time of Release ______________ Signature of Person to Whom Student is being Released

Date of Release ______________ Signature of Person Releasing Student

STURELEANEW – 8/02