

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 _____
<i>(Teacher to complete bottom portion of box)</i>	
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