

The principal of each school in the district shall maintain lists of individuals who are authorized to obtain the release of students in attendance at the school. No student may be released in the custody of any individual, not the parent or guardian of the student, unless the individual's name appears on the list.

Parents or guardians must submit a list of individuals authorized to obtain the release of their children from school at the time of the child's enrollment. The signature of the parent or guardian is required.

A parent or guardian may amend a list submitted pursuant to this regulation at any time, in writing, with the signature of the parent or guardian.

Certified copies of any court orders or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek the release of their child, shall be maintained by the principal of each school.

If any individual seeks the release of a student from school, he or she must report to the school office and present identification deemed satisfactory by the school principal. The principal must check the authorized list and relevant court orders or divorce decrees before a student may be released. Particular caution should be exercised when the person seeking the release of a child exhibits to the school official an out-of-state custody order.

Early excuses for emergency reasons should be requested in writing by a parent/guardian. Medical releases are handled through the Nurse's Office. All other reasons for release must go through the Main Office, and students must be picked up in the Main Office. The person seeking the release must sign the register.

In the event of an emergency, the principal may release a student to some individual not appearing on the approved list only if the parent or guardian has been contacted by the principal and has approved the release, and the principal determines that an emergency exists.

Date of Board Adoption: August 27, 2013  
Johnson City Central School District, Johnson City, New York