



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 6th 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: ____ : ____ am / pm
Please state why early release is necessary:

Request student to 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 to be release to _____. This form **is** required to be notarized.
The person checking out the student must be at least 18 years of age and will be required to show photo ID.

Check Out Procedures

- When picking up a student before the conclusion of the event, report to the Head Chaperone to coordinate the student 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: ____ / ____ / _____

Phone Number: (____) _____ - _____

Email: _____

For Official Use Only:

- Approved
- Disapproved

Date Received: ____ / ____ / _____

Director Signature: _____