



PICK UP Authorization Update

I, _____ would like to ADD
(Parent/Guardian)

(Name of Person to ADD as an Authorized PICK UP)

Male or Female Driver's License # _____ Date of Birth _____
Address _____ City _____ State _____ Zip Code _____
Relationship to child in care _____ Pick up person contact phone # () _____
Does this person live with the student Yes or No

to _____
(Child's Name)

as of _____
(Today's Date)

The update will be processed in 24 to 48 hours. The person listed above is approved to pick up my child from CLC for emergency pickup or general pickup. I do understand that this person must be 18 years or older and able to present a state I.D. at pick up. Once this person has been added as a pick up person you will not be allowed to remove them from the pickup list.

Parent/Guardian Signature _____
Date _____

Office Use Only

- Information inputted in the computer Date _____
- Write the person's name on all papers inside of state folder in the **office**. **Make sure you initial and date by the person's name you add.**
- Write the person's name on the teacher's information sheet in the **classroom** binders. **Make sure you initial and date by the person's name you add.**
- Write the person's name on the teacher's information sheet on the **bus** in binder. **Make sure you initial and date by the person's name you add.**
- Original placed in child's state folder behind teacher information form
- Write the person's name on the teacher's information sheet in the **office** binders. **Make sure you initial and date by the person's name you add.**
- Employee Signature _____ Date _____

Revised 08/2018