

**Archbishop Walsh Academy
Southern Tier Catholic School
Student Release from School**

Authorized Parent/Legal Guardian Designee Form

Per Board Policy, **Student Release from School, Section I. "Authorization of Release", Part B.:**

*Absent emergencies, parental designees must be identified by the parent or legal guardian in advance by completing and submitting the **Authorized Parent/Legal Guardian Designee Form.***

Therefore, parents and legal guardians must complete and submit this form to the principal or his designee before a child is released to anyone other than the parent or legal guardian. Granting such authorization provides the designee with paramount responsibility to ensure the health, safety and welfare of the child and is to be taken most seriously. Parents and legal guardians are asked to authorize designees whom they believe are worthy of such trust.

This form remains in effect from the date it is signed, ***notarized*** and submitted to the principal or his designee. This form may be changed at any time and the most recent changes will supersede all previous forms.

Please indicate below the name, relationship and contact information for each person designated by you, the parent or legal guardian:

Designee's Printed Name	Mailing Address	Email Address	Home	Phone: Cell	Work
1.) _____	_____	_____	_____	_____	_____
2.) _____	_____	_____	_____	_____	_____
3.) _____	_____	_____	_____	_____	_____

A.) School Year: _____ Child's Teacher's Name: _____
Grade: _____

B.) Child's First Name: _____ Child's Last Name: _____

C.) Print Parent/Guardian's Name: _____

D.) Parent/Guardian's Signature: _____ Date: _____

E.) Notary:

File: Original Copy
Cc: Parent/Legal Guardian