

**806 RELEASING OF STUDENTS TO PERSONS
OTHER THAN THEIR PARENTS OR LEGAL GUARDIANS**

Woodbridge School District prefers to release students during the school day to their parents or legal guardians for only very important reasons.

If there are any individuals to whom a child must not be released, such as a non-custodial parent, the custodial parent or legal guardian must provide written court documentation to the school stating the name of the individual(s) to whom the child must not be released. Also, the parent needs to provide the relationship of the person, address and any other information requested by the school.

If there is a family member or another individual to whom the parent or guardian wants the child to be released at times during the school year, this person is to be listed on the “emergency card” that is completed by the parent or guardian at the beginning of each school year. The school may contact the parent to confirm the parent’s request and to get additional information.

If the custodial parent would like his/her child released to another individual (non-custodial), a written request must be submitted in advance of the release of the child. This request must contain the child’s name, parent’s signature and phone number, and the date(s), times, reasons, the name and relationship of the individual, his/her phone number and address. If this note is presented at the time of the request for the child to be released, there may be a delay while the school confirms the information with the parent.

Independent 18 Year Old

The Woodbridge School District respects the right of an 18 year old student to sign forms relative to school records (i.e. IEP, SSP). However, in regards to signing one’s self out of school, the district believes that as long as the 18 year old is still dependent upon a parent for support, the parent will be required to approve that student’s release from school. In order for an 18 year old to sign him/herself out of school, the student must be living outside of the parents’ home and have an Independent 18 Year Old Form signed and on file in the Attendance Office.

First Reading: 8/16/11
Second Reading and Approval: 9/20/11