



Book	Administrative Guidelines
Section	5000 Students
Title	RELEASE OF STUDENTS
Code	ag5230A
Status	Active
Adopted	July 23, 2015
Last Revised	May 14, 2018

### 5230A - **RELEASE OF STUDENTS**

A. A student may only be released to the following individuals:

1. The parent(s) or guardian(s) identified in Infinite Campus
2. Emergency contacts identified in Infinite Campus
3. Emergency contacts specific on the Columbus City Schools Emergency Card (Cat. No. 2000554).

B. At the beginning of each school year, each school building shall provide a Columbus City Schools Emergency Information Card (Cat. No. 200054) to each family for purposes of updating the individuals to whom students may be released, the individuals' contact information, and the order in which emergency notification is to be made.

C. A parent/guardian may provide an updated Columbus City Schools Emergency Information Card at any time throughout the school year.

D. Should a parent or guardian desire the release of a student to an individual other than one who has been previously identified, such a request shall be made in writing. The principal, at his/her discretion, may accept a telephone call in lieu of the written request for good and sufficient cause.

E. Emails and phone calls will not be accepted for the release of students to an individual other than one who has been previously identified as specified above.

F. Before any student is released, the following procedures shall be followed:

1. School personnel shall request photo identification of the individual to whom the student is to be released.
2. School personnel shall verify that the individual to whom a student is to be released is indicated in Infinite Campus as an authorized contact or is the individual listed in a written request from the student's parent/guardian.
3. School personnel shall require the individual to sign and date the Student Release Log indicating that the student has been released to them. The Student Release Log shall be provided to the buildings by the District.

G. No student is to be released to any individual if that individual is not authorized per information in Infinite Campus or written authorization from a parent/guardian, does not have proper identification, and does not physically go into the building to complete the release form.

H. Students may be released to representatives from Franklin County Children's Services and Columbus Police Department provided they have proper documentation, identification, and physically go into the building to complete the release form.

- I. Schools shall maintain the list of individuals to whom a student may be released in Infinite Campus. Original copies of the Columbus City Schools Emergency Information Card shall be maintained at the building.