



FROM: Campus Principal

DATE: September 2025 – July 2026

RE: PICKING UP YOUR CHILD

### **PLEASE RETURN THIS FORM**

From time to time, someone other than the parent will come to our school to pick up a child. In cases where this occurs, we must have the parent's written permission to release the child to someone other than the custodial parent.

In order to safeguard our children, please indicate below the names and contact information of those people or person who may need to pick up your child other than you as the custodial parent.

The first time the designated adult picks up your child, we will ask for identification by showing a photo ID and/or driver's license to verify that person's identity; then they will receive a badge indicating that he/she is an approved student pick-up person. Thank you for your attention to this process for safeguarding your child.

Name of CTC Academy Student: \_\_\_\_\_

(Name of Child)

Person(s) allowed to pick up my child:

1. \_\_\_\_\_  
(Name of Person) (Address) (Phone)

2. \_\_\_\_\_  
(Name of Person) (Address) (Phone)

3. \_\_\_\_\_  
(Name of Person) (Address) (Phone)

Parent(s) Name Printed: \_\_\_\_\_

Parent(s) Signature: \_\_\_\_\_

Date: \_\_\_\_\_