

Reunification Checkout Form

List all students on the top and bottom of this form for all students you are authorized to pick up. Your name must be listed as an Emergency Contact on file at the school. Have **photo identification** ready to show school personnel.

All information needs to be completely filled out before handing to school personnel. (Please Print Clearly)

Last Name	First Name	Grade	Teacher	Name & Phone of Person Picking Up Student: Relationship to student: Signature:

Last Name	First Name	Grade	School Personnel Completes		
			Time	Initials	Other
			Notes		

Reunification Checkout Information

We first want to thank you for your patience during this reunification. We share the same goal during this process, getting you and your student together as quickly as possible. The reason we have a reunification is that an event has occurred at the school that mandates we safely and personally reunite you with your child.

Instructions

Please complete the information on the other side of this card and bring it with you the day of the drill.

1. Complete the information on the other side of this card. List all students you are authorized to pick up. **Note:** You may not check out students who are not your own children unless you are listed on the emergency contact card in the office.
2. Bring this paper with you the day of the drill
3. **You must have a photo ID.** Please be prepared.
4. With your ID and this reunification card, go to the check out line at the front of the school.
5. After check-in, staff will take this card and a runner will be sent to recover your student. Please step over to the Reunification Location.
6. Please be patient with school staff. We will get through this as quickly as possible.