



Parent-Student Reunification: What's In Your Plan?

**Arizona Department of Education
Safe School Conference
December 4, 2015**

Presenters:

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Workshop Outcomes:

- Understand the “essentials” of a reunification plan
- Identify the necessary places for both on- and off-site reunification locations
- Identify the people involved in reunification
- Identify what supplies may be needed before the event
- Understand the process of reunification

What Is Reunification?

- ...the “controlled” release of students to their parents due to an abnormal circumstance at school
- Reunification may need to be completed:
 - On site (staying at the school)
 - or
 - Off-site (going somewhere else)

What May Cause Reunification?

- Shootings
- Fires
- Gas leak, chemistry lab spill
- Building collapse, accident
- Power failure (what... no Air Conditioning?)
- Any number of emergencies...

Why Do We Need A Plan?

- No matter what the emergency is...

**We want to give the
kids back!**

Safety & Accountability

Reunification plans must:

- Focus on the safety of students and staff
- Ensure accountability of students and staff at all times
- Allow for an orderly and managed return of students to their parents/guardians

“One Plan Does Not Fit All”

- Your plan should be...
 - Customized to fit your district/school
 - Based on your district/school response capabilities and support personnel
- What works for one district/school may not work for another district/school

Be Prepared To Improvise

- Plans are only a blueprint...
 - Make appropriate changes based on the circumstances on that day
 - For example...



Tell Us—What's In Your Plan?

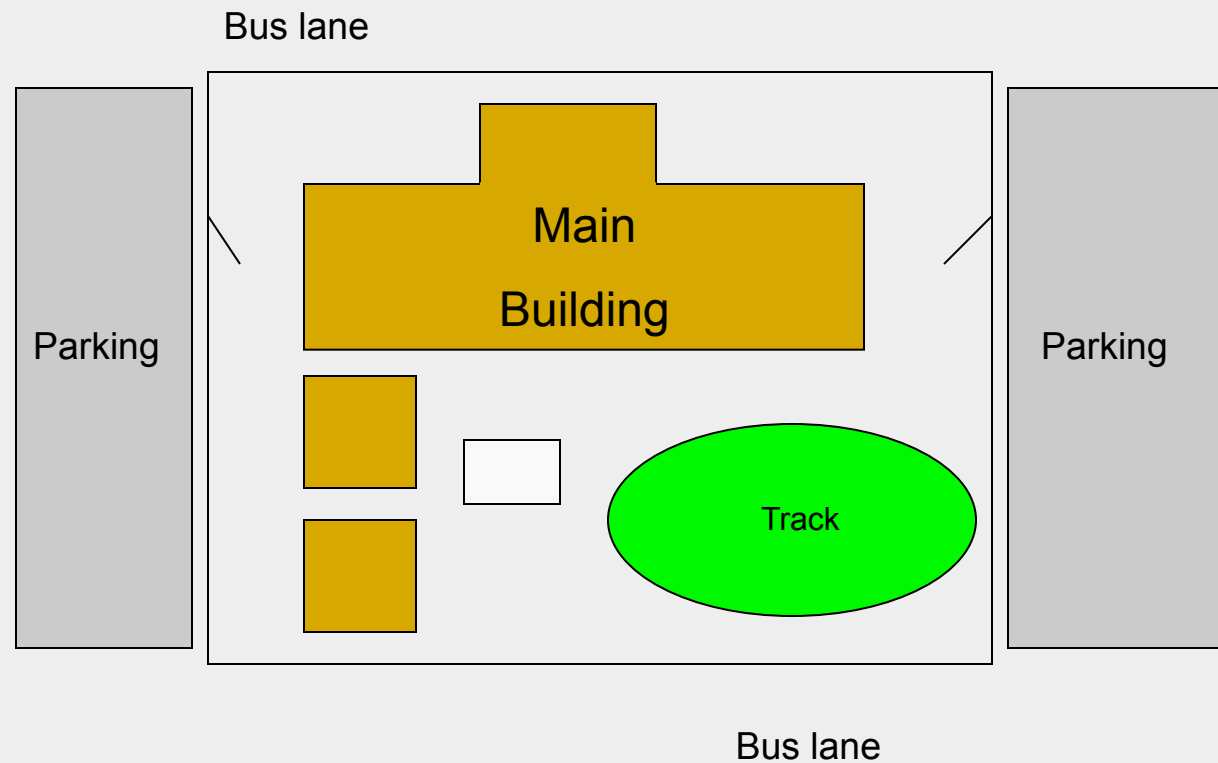
- How many of you...
 - Do not have a written reunification plan? Be honest!
 - Have a basic framework but know it needs improvement?
 - Have a robust plan?
 - Have completed reunification exercises?

The background features a series of concentric, light gray circles centered on the slide. Overlaid on the left side are several diagonal stripes: a thick blue stripe, a thin white stripe, and a thin dark gray stripe, all running from the top-left towards the bottom-right.

What Are The Basics Concepts of Reunifications?

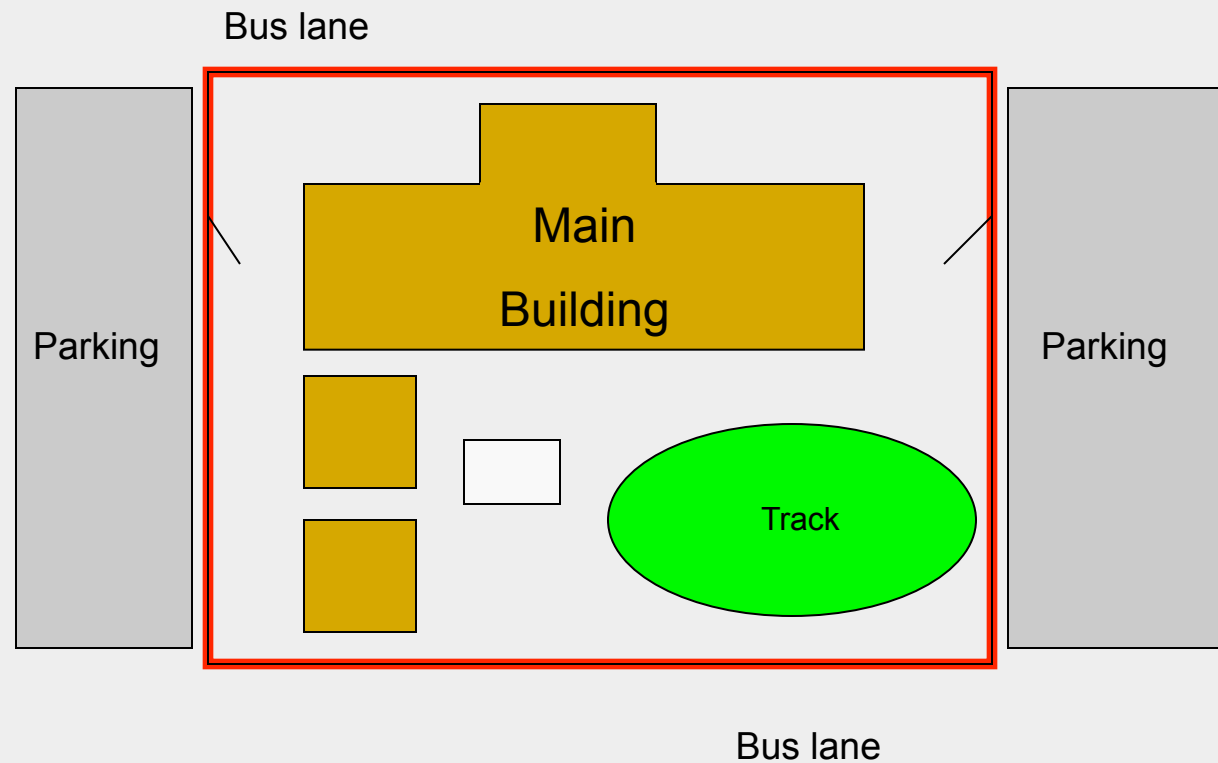
Parent / Student Reunification Process

Key points of reunification



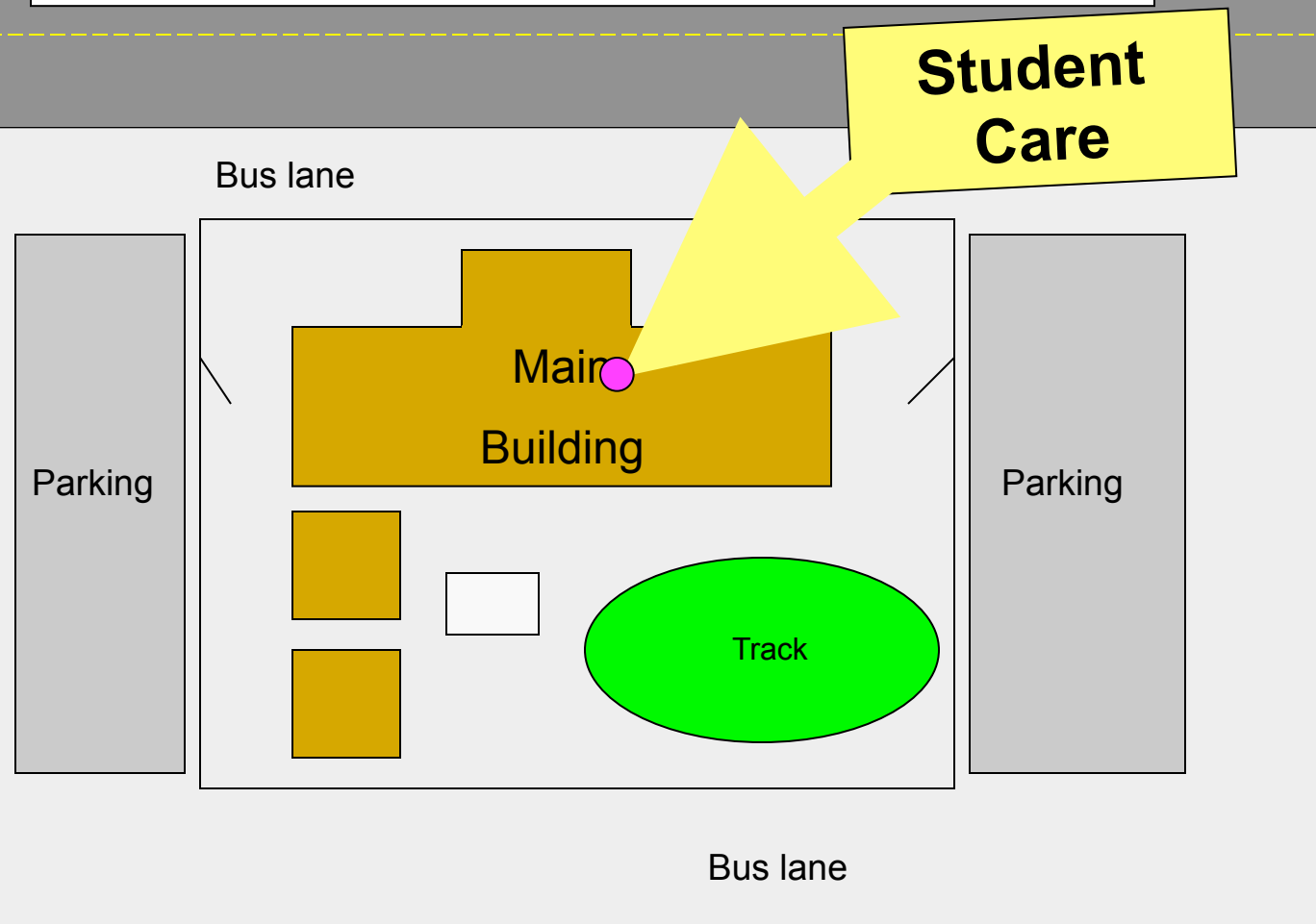
Parent / Student Reunification Process

Use a secure facility



Parent / Student Reunification Process

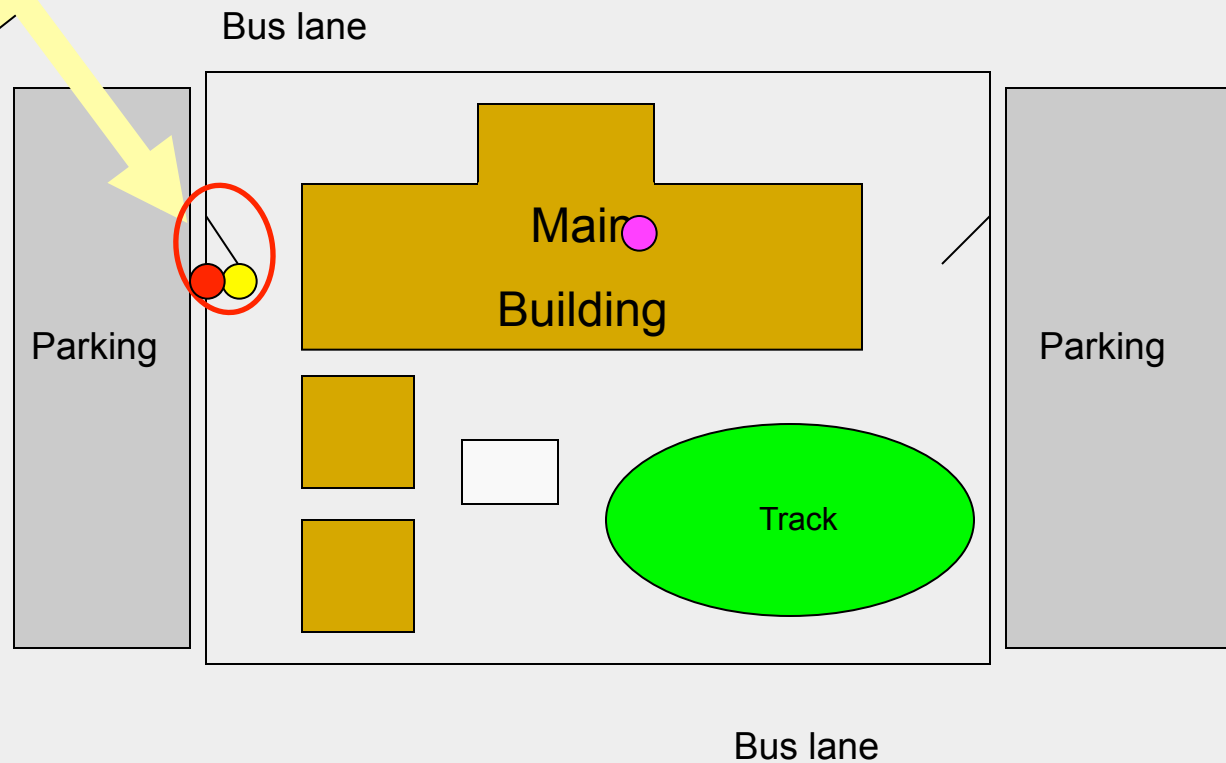
Set up an area to house the students



Parent / Student Reunification Process

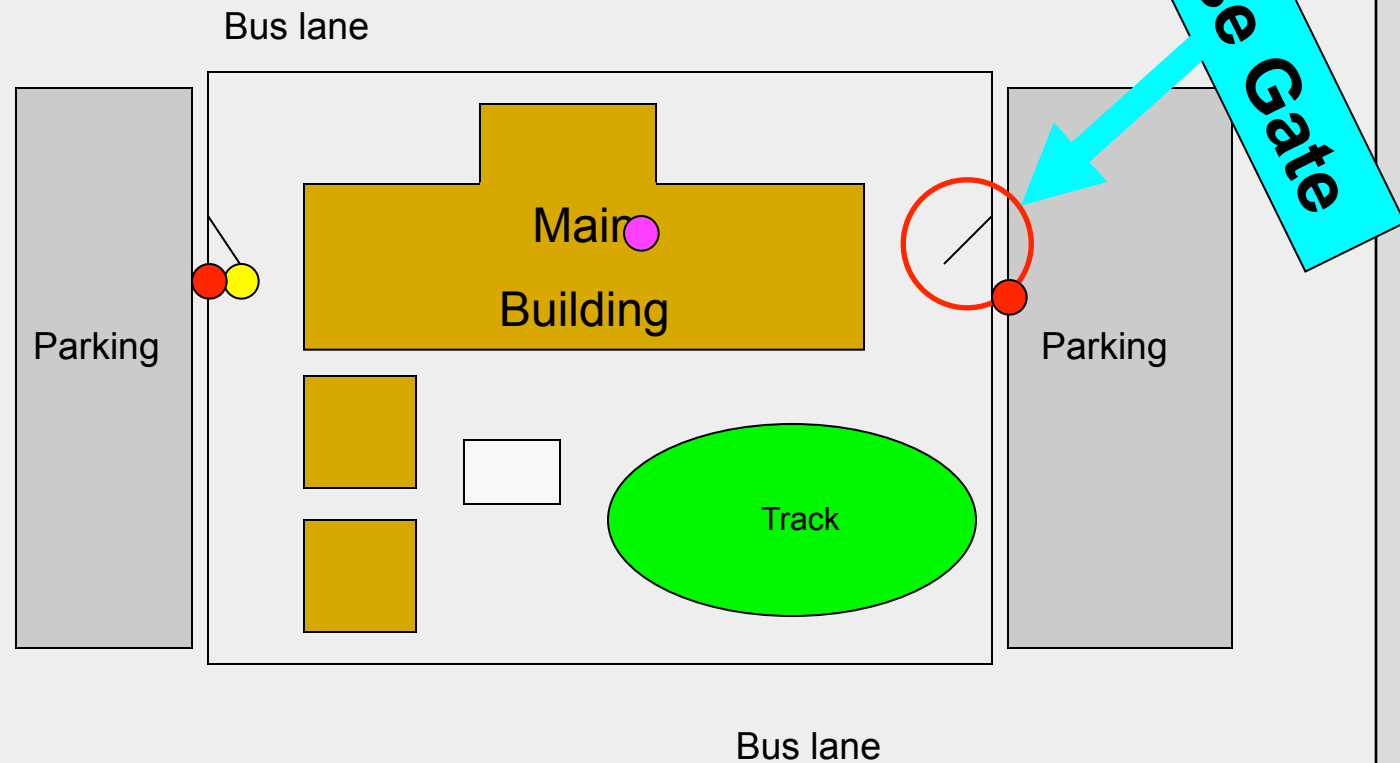
Set up a place where parents ask for their student

Request Gate



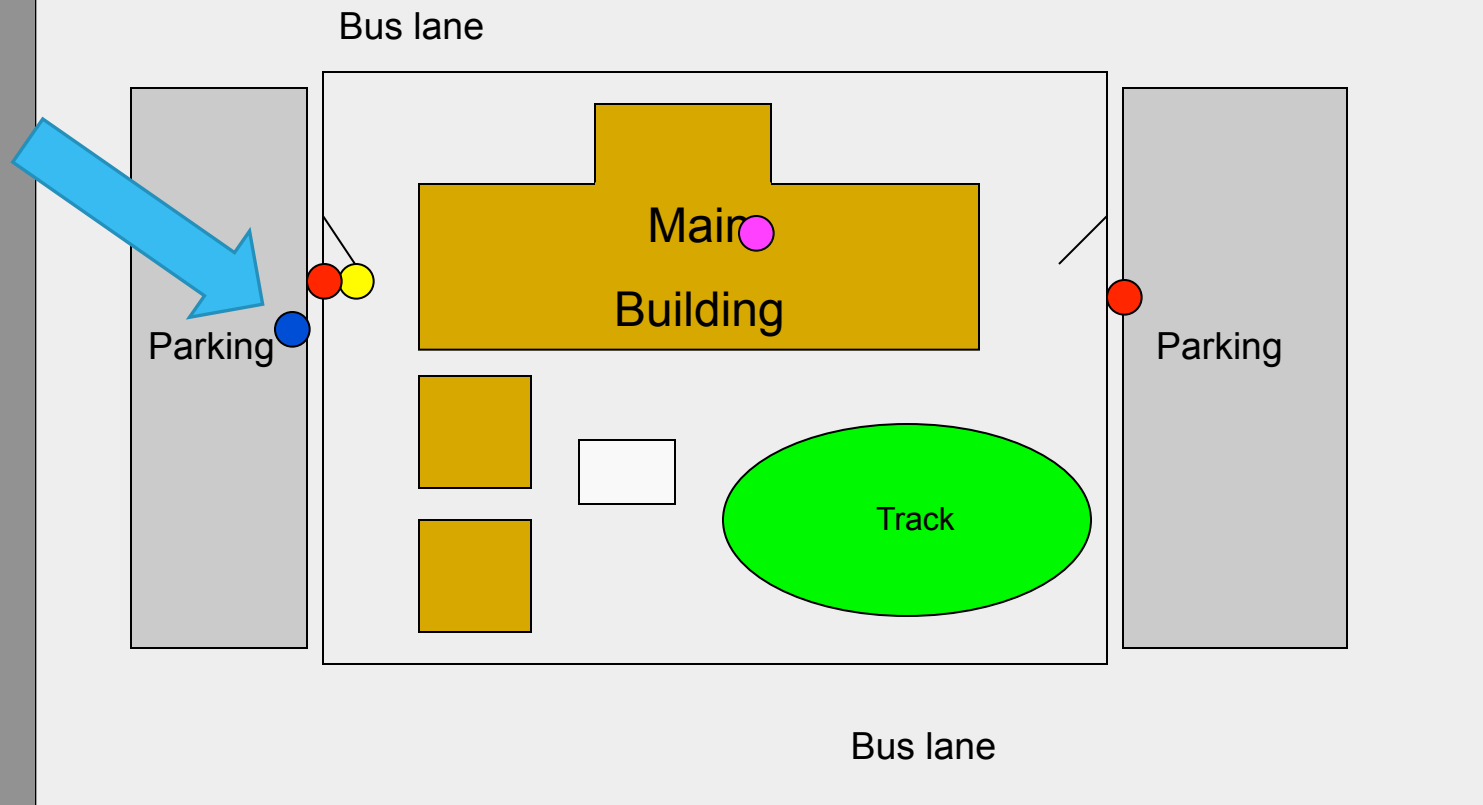
Parent / Student Reunification Process

Set up a separate place to release the students



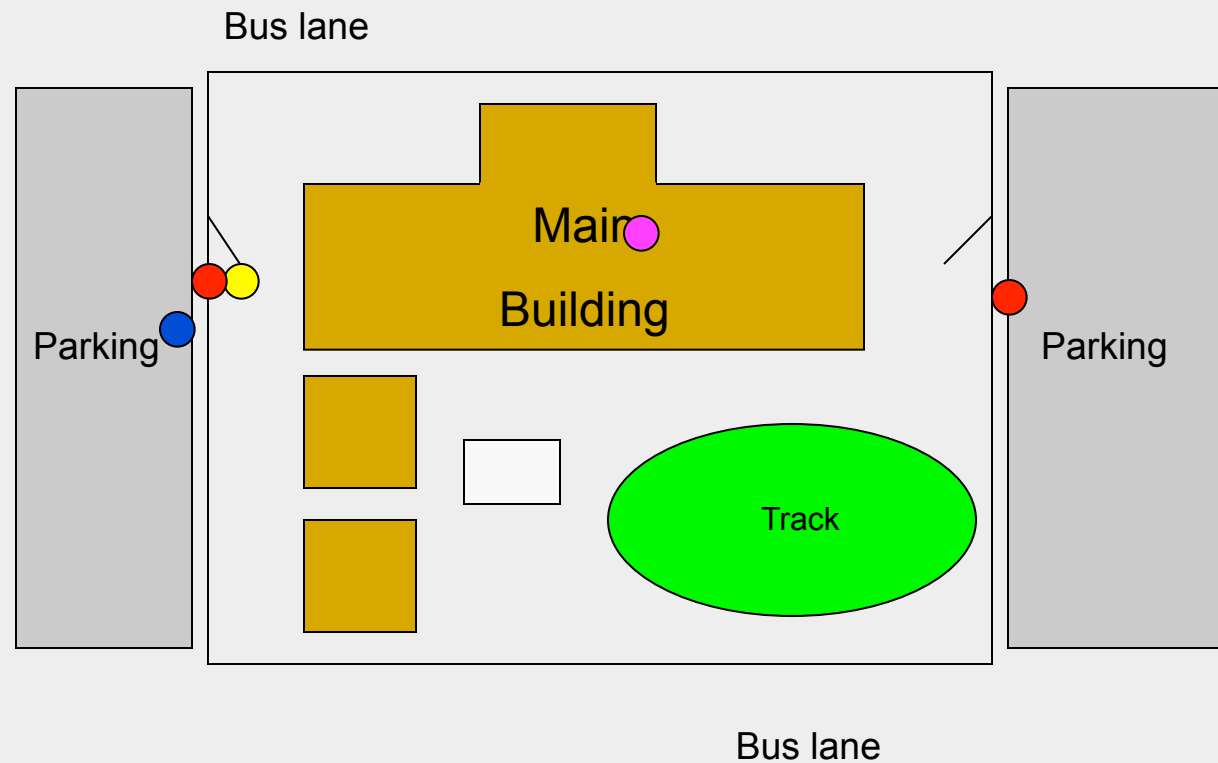
Parent / Student Reunification Process

Parents arrive at the Request Gate and complete the forms



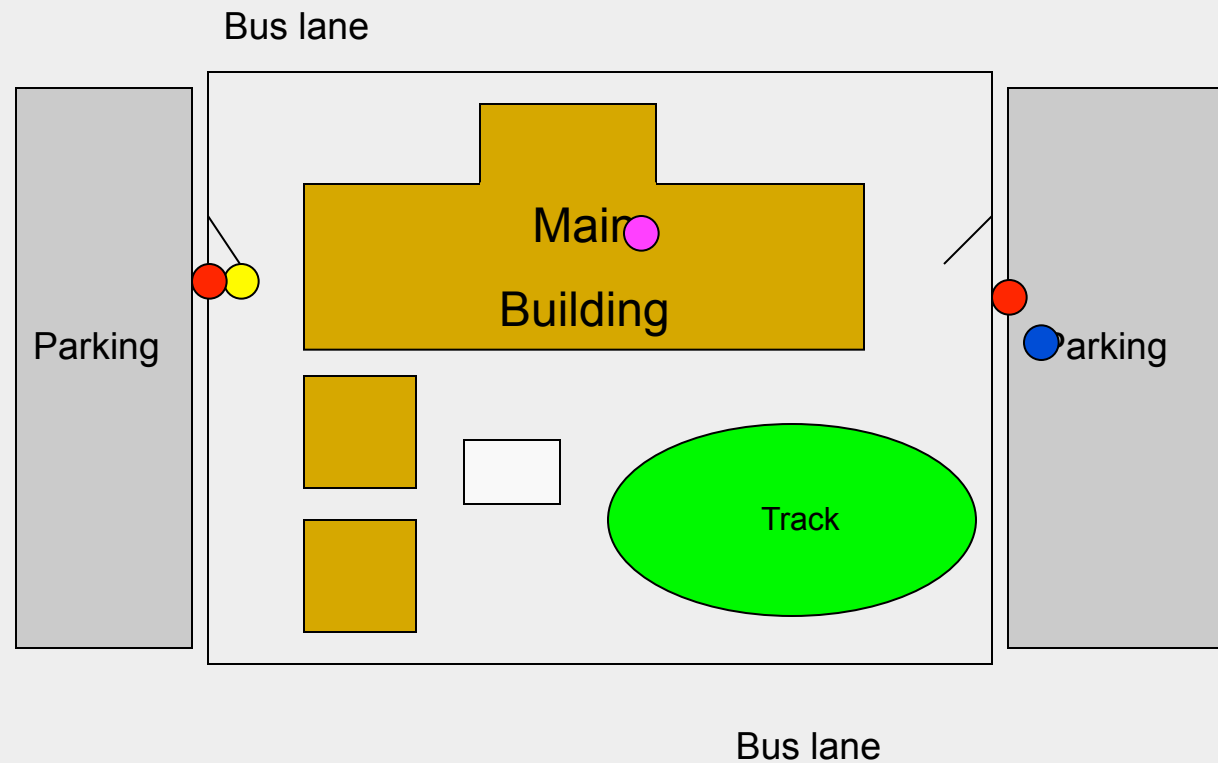
Parent / Student Reunification Process

Confirm they are authorized



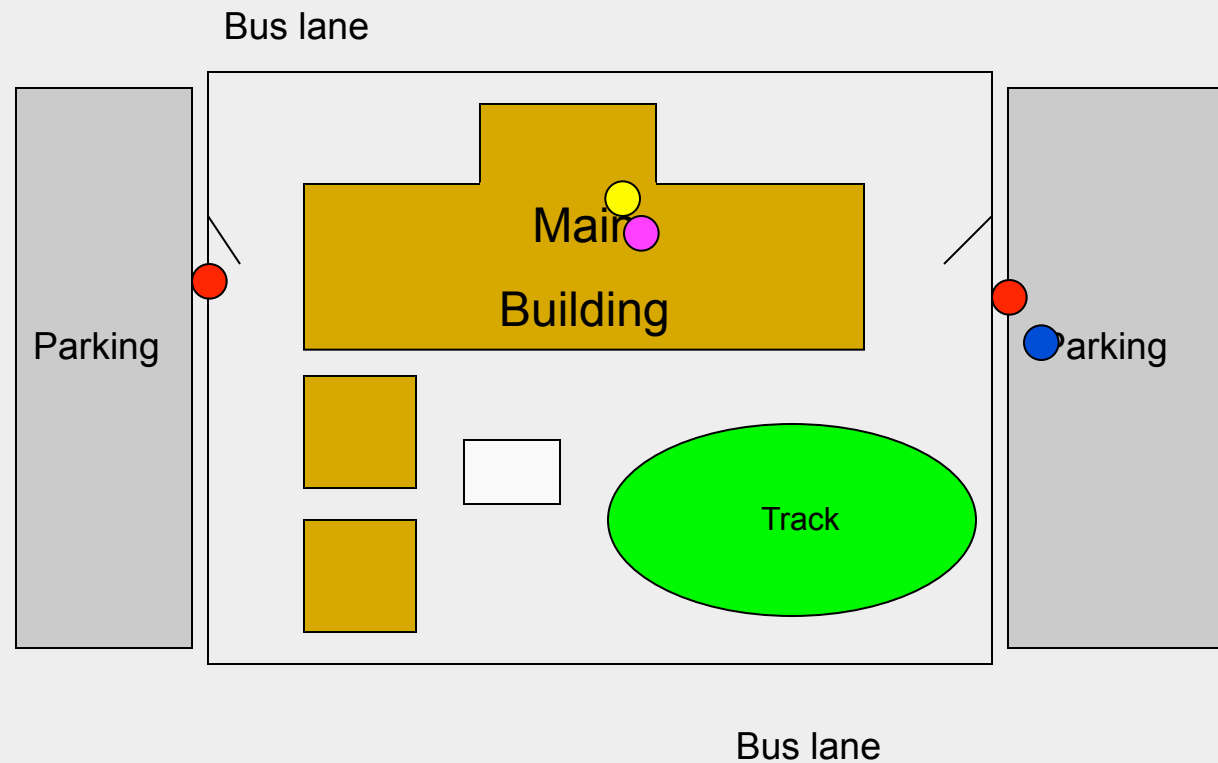
Parent / Student Reunification Process

A runner takes the paperwork
and locates the student



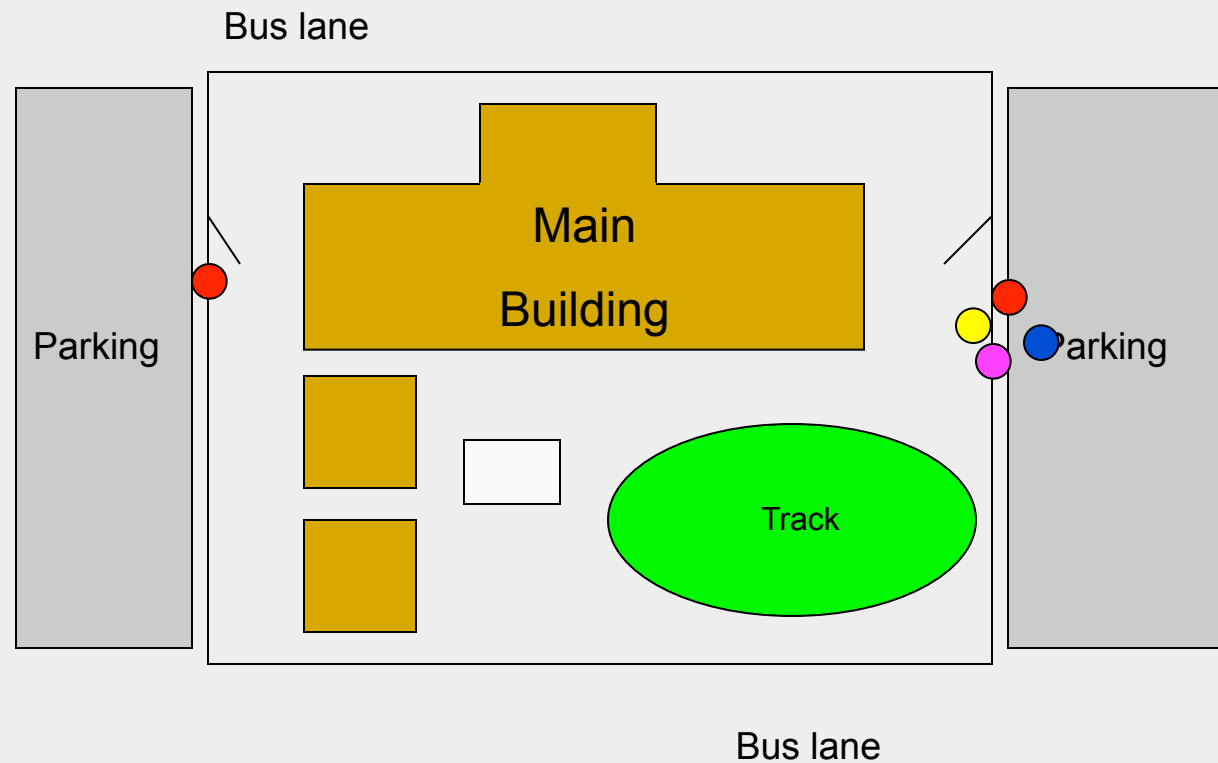
Parent / Student Reunification Process

A runner escorts the student to the Release Gate



Parent / Student Reunification Process

The Release Gate matches the student to the parent



What Should Plans Include?

Places

People

Supplies

Process

Places

- Where will reunification take place?
 - On-site (staying at the school)
 - Off-site (going somewhere else)
 - District Site?
 - Non-District Site?

Places

- Off-site considerations:
 - How far away is it?
 - Far enough to avoid first responder traffic
 - Close enough for parent familiarity

Places

- Off-site considerations:
 - Is it large enough?
 - Students & staff
 - Traffic & parking
 - Lines of worried parents
 - Separation between areas
 - Enough restrooms

Places

- Off-site considerations:
 - Can it be secured?
 - Fencing around entire location
 - Securable gates
 - If at another school, will it disrupt that school's normal operations?

Places

- Off-site considerations:
 - Can you bring in food & water?
 - Is there Wi-Fi available?
 - Can you pre-stage supplies?

Places

District Site

- More school staff
- Access to all rooms (keys)
- Supplies stored on site
- Familiar with facility
- Wireless access
- Easier distribution of food, snacks and water

Non-District Site

- Possibly larger assembly areas
- Possibility for better ingress/egress
- Potential for more parking
- Will not interfere with another school

Places

- Plans Should Predetermine:
 - Student care or assembly areas
 - Request gate location
 - Release gate location
 - Medical / First Aid
 - Command post

Places

- Plans Should Predetermine:
 - Parent parking
 - Parent walking routes
 - Appropriate areas for special needs students
 - Grief / counseling rooms
 - Employee staging or check-in area

Places

On-Site Areas for Your Campus		
	Primary	Alternate
On-Site School Command Post	Principal's Office	AP's Office
Shelter-in-Place Areas	Classrooms	Cafeteria
On-Site Reunification Locations		
Student Care	Classrooms	Cafeteria
Medical Area - First Aid	Nurse's Office	Psychologist's Office
Student Request Gate	Front gate by office	
Student Release Gate	West playground gate	
Other		
Suggested Media Staging Area	Hayden & Osborn	
Public Safety Response	Determined by Responders	



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Sample Reunification Map

Request Gate

Student Care

Release Gate

BASEBALL
FIELD

SOFTBALL
FIELD

GOLD DUST AVE

70TH STREET

A / 300

B

J / 600

I

H

C

N

CP

CAFETERIA

D

E

F

GYM

FIELD
HOUSE

FOOTBALL
FIELD

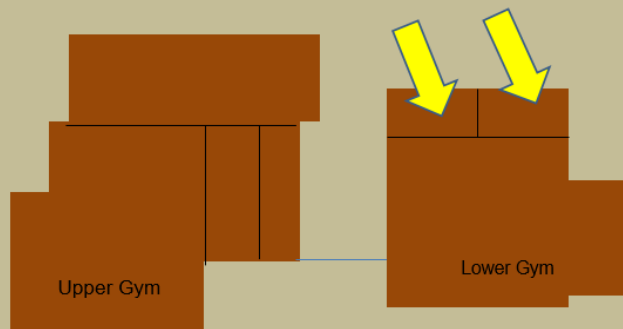
FIREBIRDS

CHAPARRAL



Places

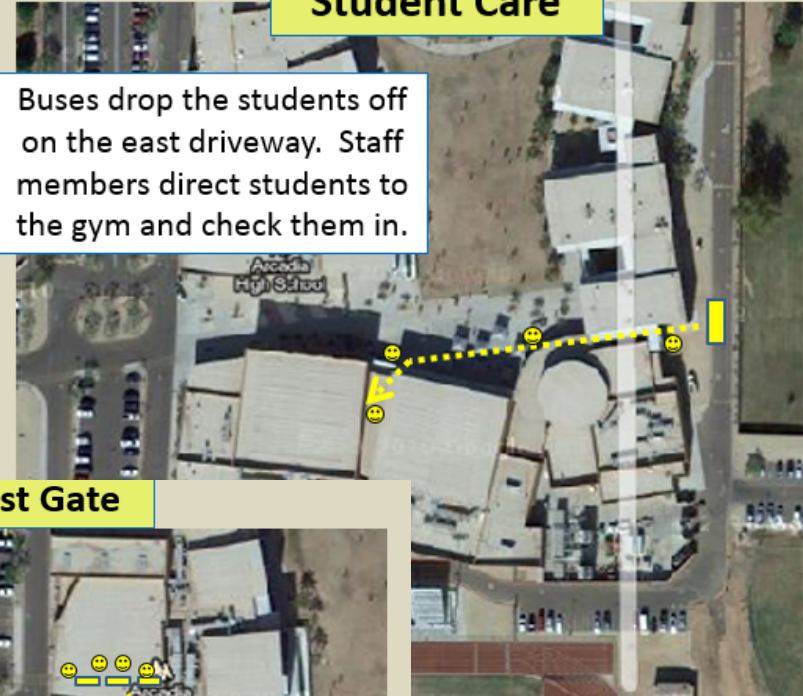
Student Care Set-Up



There are two smaller rooms available for counseling or other special needs

Student Care

Buses drop the students off on the east driveway. Staff members direct students to the gym and check them in.



Request Gate



Parents enter the south-east doors

People

- Plans Should Predetermine:
 - Who does what?
 - School staffing assignments
 - Primary & backup

People

<u>POSITION</u>	1 st (Primary)	2 nd (Alternate)
Incident Commander	Snow White	Doc
Designated Incident Commander when both principal and AP are off site	Tarzan	
Safety Officer	The Queen	Bambi
Liaison Officer	Grumpy	Thumper
Information Officer	Happy	Cinderella
Operations Section Chief	Doc	Dumbo
Student Request Team Leader	Sleepy	Aladdin
Student Release Team Leader	Dopey	Hercules
Student Care Team Leader	Bashful	Lady
Medical Team Leader	Sneezy	Tramp
*If the ICS member is a teacher, document who is responsible for caring for their students if called away (buddy teacher) to accomplish ICS roles.		
Lady – Robin Hood		

School's ICS Team

People

- Plans Should Predetermine:
 - District support roles
 - Manage student data?
 - Communicate with parents?
 - Bring extra supplies?
 - Bring extra personnel?

People

District ICS Team:

- ☐ James Dorer (480) 484-1234
- ☐ Chuck Rochran (480) 484-1234
- ☐ Terry Dorchester (480) 484-1234
- ☐ Bert Merzog (480) 484-1234
- ☐ Dan Clark (480) 484-1234
- ☐ Tom O'Brien (480) 484-1234
- ☐ Mary Saber (480) 484-1234
- ☐ Kristine Phill (480) 484-1234
- ☐ Becky Smith (480) 484-1234
- ☐ Michelle Jones (480) 484-1234
- ☐ Milissa Jacobson (480) 484-1234
- ☐ Lyle Soss (480) 484-1234

External Communications:

- ☐ Automated Calling System:
(English) (Spanish) (All #s) (Email)
(Text) (Emergency Contacts)
- ☐ District and School Website
- ☐ Letter for parents
- ☐ Facebook, Twitter, etc
- ☐ Media and other PIO
- ☐ Ask students to send message

- ☐ Becky Smith (480) 484-1234
- ☐ Manda Kolleb (480) 484-1234
- ☐ Nicole Davidson (480) 484-1234

- ☐ Mike Mens (480) 484-1234
- ☐ Tom O'Brien (480) 484-1234

District Support:

- ☐ SIMAR for reunification
 - o Brian Starks (480) 484-1234
 - o Ron Meets (480) 484-1234
- ☐ IT Department for reunification
 - o Dan Clark (480) 484-1234
 - o 484-HELP
 - o Toni Hall (480) 484-1234
- ☐ Translation for reunification
 - o Jess Linney (480) 484-1234
- ☐ eCoach - Lyle Soss (480) 484-1234
- ☐ Trailer – Joey Black (480) 484-1234
- ☐ Food and Water –
 - o Pat Bible (480) 484-1234
 - o Juny Cima - (480) 484-1234
 - o Mike Johnson - 480 484-1234
- ☐ CCTV–Bob Herman 480 484-1234

Employees:

- ☐ Email message / automated phone call to all principals
- ☐ Email message / automated phone call to employees of the affected site
- ☐ Email message / automated phone call to all employees

District Support

People

- Plans Should Predetermine:
 - Other needed resources
 - Police
 - Fire
 - Grief counselors

People

- Plans Should Predetermine:
 - Who's in charge...
 - Evacuation school staff?
 - Reunification school staff?
 - District staff?

People

- Plans Should Predetermine:
 - Who's in charge

The person wearing the vest!



People

- Incident Command - White
- Safety Officer – Black
- Operations Chief - Red
 - Request Team Leader - Red
 - Release Team Leader - Red
 - Student Care Leader - Red
 - Medical Team Leader - Pink
- SIMAR – Tan
- Table helpers – Lime
- Runners – Orange



Supplies

- What supplies are necessary for reunification?
- Student Release Form
 - Enough for your biggest school population

**STUDENT RELEASE FORM**

AUTORIZACIÓN PARA ENTREGAR A UN ESTUDIANTE A SUS PADRES O TUTORES LEGALES

Please Print Legibly – Complete a Separate Form for Each Student

Por favor escriba de manera legible – Llene un formulario aparte para cada estudiante

Student's Name: _____ **Grade:** _____
Nombre del estudiante: _____ Grado: _____**Student's Date of Birth:** _____ **Student's School ID#:** _____
Fecha de nacimiento del estudiante: _____ Número de ID del estudiante: _____**School:** _____ **Teacher:** _____
Escuela: _____ Maestro: _____**Name of Person Requesting Student:** _____
Nombre de la persona que vino para recoger al estudiante: _____**Requestor's Driver's License #:** _____ **State:** _____
Número de la licencia de manejar: _____ Estado: _____(Photo ID is mandatory for student release. If you do not have a driver's license, list another form of photo ID)
(Es obligatorio presentar identificación para recoger a un estudiante. Si usted no tiene una licencia de manejar, incluya otra forma de identificación que incluya una fotografía.)**Relationship to Student:** _____
Parentesco con el estudiante: _____**DO NOT WRITE BELOW THIS LINE - NO ESCRIBA DEBAJO DE ESTA LÍNEA****Request Gate**

Proof of Photo ID: (Yes) (No) Name Listed as Parent or Guardian: (Yes) (No)

Verified By: _____ Name Listed as Emergency Contact: (Yes) (No)

Student Care (circle one)

Sent to Release Absent First Aid Missing

Comments: _____

Release Gate

Proof of Photo ID: (Yes) (No) Released By: _____

Requester Signature: _____

(Signature Indicates Release of Student) La firma indica la entrega del estudiante

Date: _____ Time: _____
Fecha: _____ Hora: _____

Supplies

- What other supplies are necessary for reunification?
 - Pens & clipboards
 - A to Z file folders (alphabetizers)
 - Laptop computers
 - Extension cords, power strips

Supplies

- What other supplies are necessary for reunification?
 - Signage and duct tape
 - Cones, barricades, stanchions
 - Loud speaker or bullhorns
 - Batteries

Supplies

- What other supplies are necessary for reunification?
 - Radios for communication
 - ICS Vests
 - Tables & chairs
 - Pop-up tents for shade
 - Tent weights / paperweights

Supplies

That's a lot of stuff...

Supplies

- Where do you keep your supplies?
 - Stored at every school site?
 - Stored at predetermined reunification sites?
 - Stored at the District and delivered when necessary?

Supplies

- Where do you keep your supplies?

Maybe a combination of all three

Supplies

- School site “Go Bags”
 - Student information
 - Student Medication



Supplies

- School site
“Go Bags”
 - Student
information
 - Student
Medication



Supplies

- School site “Go Bags”
- Student information
- Student Medication

Elementary School

Paradise Valley Unified School District
Cultivating world-class thinkers

CONFIDENTIAL

Disabled Student Individual Emergency Response Assistance Plan

Name of Student: _____ School: _____ Grade: _____
 Site Special Needs Safety Coordinator: _____ Site Principal: _____
 Completed by: _____ Date completed: _____

Please check the box(es) next to the conditions that identify the student needing evacuation assistance. Check all boxes that apply:

1. The student is mobility impaired and uses:
☐ Wheelchair ☐ Walker ☐ Body Brace ☐ Other _____

2. The student has a vision/hearing impairment:
☐ Legally blind (Do not check box when the sight is resolved by wearing corrective lenses)
☐ Hearing impaired
☐ Uses assistive equipment/technology (Please specify) _____

3. The student has the following condition(s):
☐ Autism ☐ Cognitive ☐ Down Syndrome ☐ Medical Disability ☐ Special Education Need
☐ Other Health Impairment _____

Medications provided by nurse during the school day Yes ☐ No ☐
 Important medication information on file with school nurse Yes ☐ No ☐

Type of Evacuation Equipment (if applicable): _____
 Location of Evacuation Equipment (if applicable): _____

The staff member assigned to assist a student with special needs during an evacuation must know and is responsible for that student getting to their assigned area of safety in relation to:

- Building evacuations to include reverse evacuations
- Shelter-in-place
- Location for boarding transportation if evacuating off-site
- Room or area student will be taken to if relocated off-site

This plan will be revised as necessary to address the student's schedule changes.

Time of Day	Room #	Teacher	Assigned Personnel for Evacuation	
			Primary	Alternate
Before School Program				
After School Program				

Stuserv: 3.10.11

Supplies

- Predetermined reunification sites



Supplies

- Predetermined reunification sites



Supplies

- District response









Supplies

Whatever works for your District!

Consider sharing resources with
neighboring Districts?

Process

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Process

- Plans Should Predetermine:
 - Start-up actions
 - Communications
 - Flow of parents & students
 - Paperwork trail

Process

- Start-up actions
 - Initial notifications
 - Evacuating school
 - Reunification location
 - Facility set-up



Process

- Communications
 - Transportation
 - District staff to assist
 - Outside partners (police, fire, etc)
 - And of course... PARENTS

Process

- Communications
 - Parents (How?)
 - Automated phone system
 - Website
 - Media (PIO)
 - Social media (Twitter, Facebook, etc)

Process

- Communications
 - Parents (What?)
 - Where to go (Request Gate)
 - What to bring (Identification)
 - What to expect (letter to hand out)

Process

- Communications
 - Parents (training prior to event)

Emergency planning

The safety and security of all PV Schools students and staff is our highest priority. All district staff members receive training in a variety of emergency scenarios.

Our emergency response plans have been developed by school and district teams to ensure that all schools meet and exceed emergency response preparedness guidelines established by the U.S. and Arizona departments of education, and the Maricopa County Department of Emergency Management.

Parents are encouraged to review the resources provided here.

Lockdown, Off-Site Relocation and Parent/Student Reunification

Parent Training Video

Depending on the emergency,
students may ride regular bus home



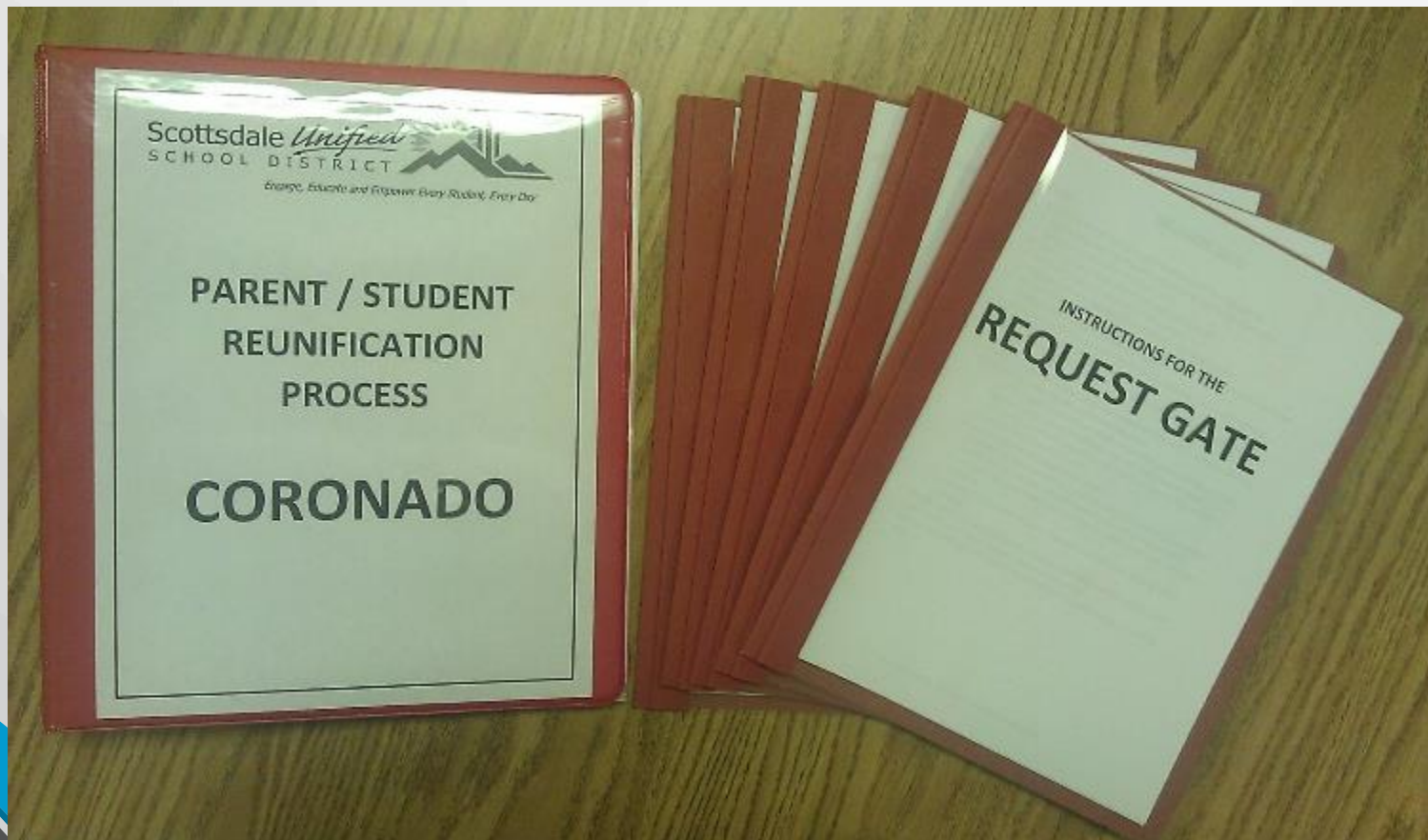
Video description: Information for parents regarding school lockdowns and parent/student reunification procedures (5:12)

Process

- Flow of parents & students
 - Employee staging procedures
 - Request Gate procedures
 - Student Care procedures
 - Release Gate procedures

Process

- Flow of parents & students



Process

• Flow of parents & students

REQUEST GATE

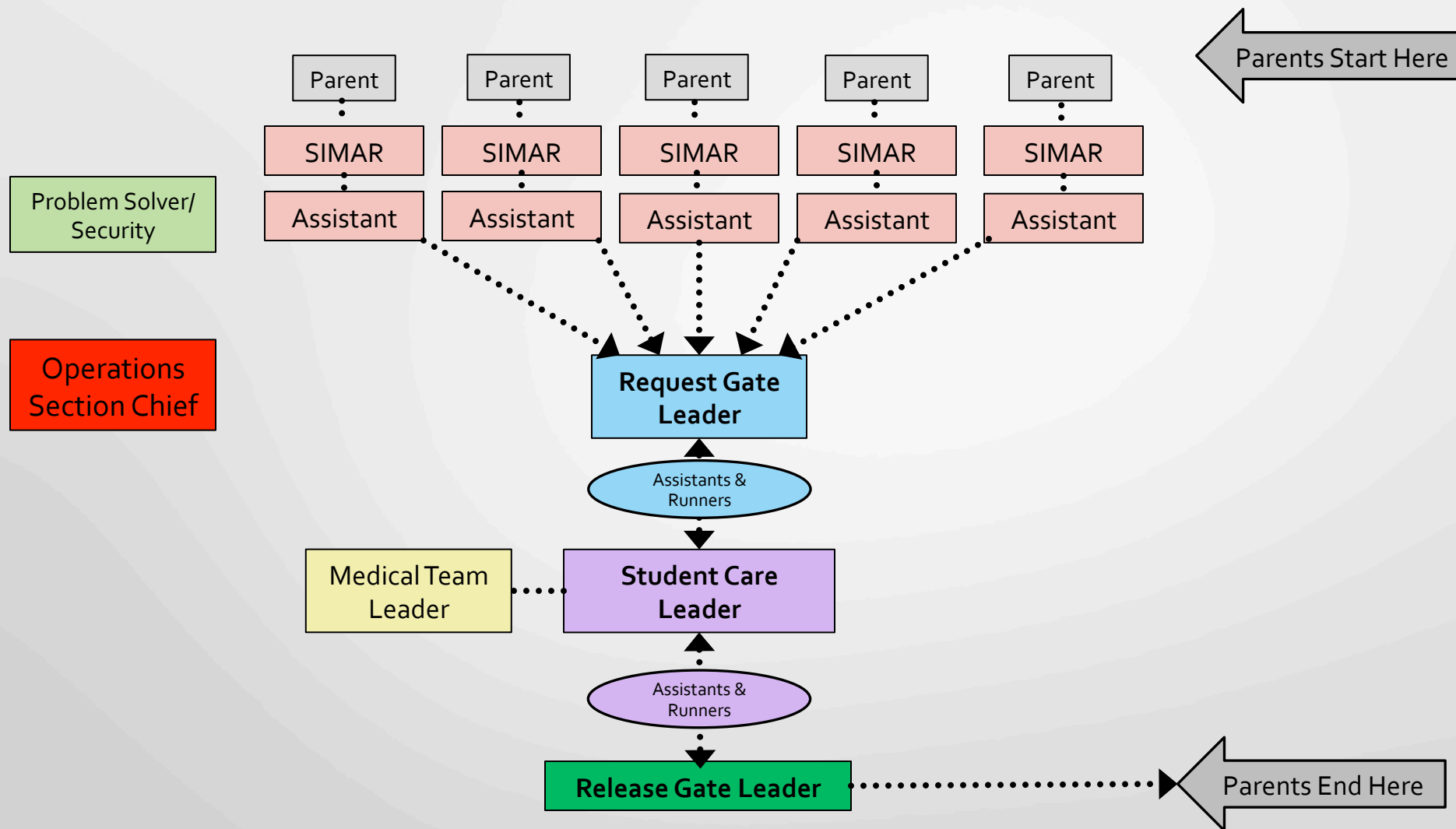
SET-UP:

- Consult the map for the pre-identified location of the Request Gate.
- Secure the campus (see PowerPoint instructions for locations/positions)
- Locate at least six tables and twelve chairs.
- Locate the site's Parent/Student Reunification Supply Kit.
- Locate sound system/megaphone when available.
- Create and/or set up signage directing parents to the Request Gate.
- Set up Request Gate tables to help channel responding parents and provide a workspace for school staff. Identify the tables with signs.
- Each table requires one A-Z accordion file folder, clipboards, pens, supply of Student Release Forms, and school radio (if available)
- Locate a power supply for computers – secure cords with tape to avoid trip hazards
- Identify personnel. In addition to the site ICS Request Gate Leader, assign the following personnel from either the host and/or evacuating site:
 - One "assistant" for each SIMAR person responding to assist. Ideally, there will be a minimum of five (5) SIMAR personnel responding, possibly up to ten (10). **If SIMAR is not able to respond to your school, you will need to conduct this process with site based staffing**
 - One assistant for the Request Gate Leader
 - Somebody to help solve problems and deal with angry parents (administrator level preferred). Consider using or supplementing with a security officer.
 - 3 or 4 staff members to help greet the parents, hand out clipboards, keep them in line, etc.
 - Runners to help shuttle paperwork and escort students (possibly high school students)
- Consider using counselors, front office administrative staff, available teachers, para-professionals, equipment managers, district personnel, etc.
- Conduct "just-in-time" training (a briefing) with staff to explain the process and their role

REQUEST GATE

PROCESS:

- The Request Gate Leader is responsible for the overall coordination of Request Gate information and operations. The Request Gate Leader should assign and lead personnel to fulfill the necessary roles to carry out this process.
- When parents arrive, school staff will give them a clipboard and pen to complete the top section of the four-part Student Release Form. Direct parents to have their ID ready.
- If a parent is requesting multiple students, they must complete a separate form for each student.
- The parent gives the completed form(s) and their Identification to SIMAR personnel working the tables.
- SIMAR verifies the ID and looks up the student's name in Synergy to verify the requestor is either a parent/guardian or listed as an emergency contact. The staff member circles "yes" for proof of ID, indicates if the requestor is listed as a parent/guardian or emergency contact, and initials under "verified by".
- If the requesting person does not have identification, the student cannot be released unless a school staff member personally recognizes the person and can verify they are who they say they are. In this case, that staff member should circle "no" for proof of ID and clearly print & sign under "verified by". The requestor must still be authorized on the student profile.
- If the requesting person is not listed on the student's Synergy profile as either a parent/guardian or emergency contact, DO NOT release the student. Explain that they are not listed as an authorized person. If there are any conflicts, ask that person to step aside to the staff member/security responsible for problem solving.
- If the student is being released, SIMAR checks the student off on their A-Z Name List (or blank student release log if the lists have not arrived yet) and files the pink copy of the form at their table in the accordion file folder.
- SIMAR gives the parent the bottom goldenrod copy of the form as well as a map directing them to the Release Gate (if available). Explain they will need to use the goldenrod copy as their "ticket" to enter and retrieve their student. Explain they will need to show their ID again at the Release Gate.
- SIMAR gives the white and yellow copies to the Release Team Leader.
- SIMAR keeps the pink copy of the form.
- The Release Team Leader collects the Student Release Forms. Once enough forms are collected to ensure efficiency, they send runners over to Student Care with both the white and yellow copies of the form.



Process

- Paperwork trail

11501

Scottsdale Unified School District

STUDENT RELEASE FORM
OTOMERECIBO PARA LIBERAR AL NIÑO/NIÑA A SUS PADRES O TUTOR/LEGATARIO

Please Print Legibly - Complete a Separate Form for Each Student
Por favor escriba de manera legible - Complete un formulario a parte para cada estudiante

Student's Name: _____ Grade: _____
Nombre del estudiante: _____ Grado: _____

Student's Date of Birth: _____ Student's School ID#: _____
Fecha de nacimiento del estudiante: _____ Número de ID del estudiante: _____

School: _____ Teacher: _____
Escuela: _____ Maestro: _____

Name of Person Requesting Student: _____
Nombre de la persona que solicita el estudiante: _____

Requester's Driver's License #: _____ State: _____
Número de licencia de conducir: _____ Estado: _____
(Photo ID is mandatory for all drivers licenses. If you do not have a driver's license, then attach photo of photo ID)
(El foto ID es obligatorio para todas las licencias de conducir. Si usted no tiene una licencia de conducir, entonces adjunte una foto de su identificación de foto ID en su perfil)

Relationship to Student: _____
Relación con el estudiante: _____

DO NOT WRITE BELOW THIS LINE - NO ESCRIBA DEBAJO DE ESTA LÍNEA

Request Gate

Proof of Photo ID: (Yes) (No) Name Listed as Parent or Guardian: (Yes) (No)
Verificado By: _____ Name Listed as Emergency Contact: (Yes) (No)

Student Care (circle one)
Sent to Release: Absent First Aid Missing
Comments: _____

Release Gate

Proof of Photo ID: (Yes) (No) Released By: _____

Requester Signature: _____
(Signature Indicates Release of Student) La firma indica la entrega del estudiante

Date: _____ Time: _____
Fecha: _____ Hora: _____

White - Release Gate Yellow - Student Care Pink - Request Gate Gold/Red - Parent
(December 2013)

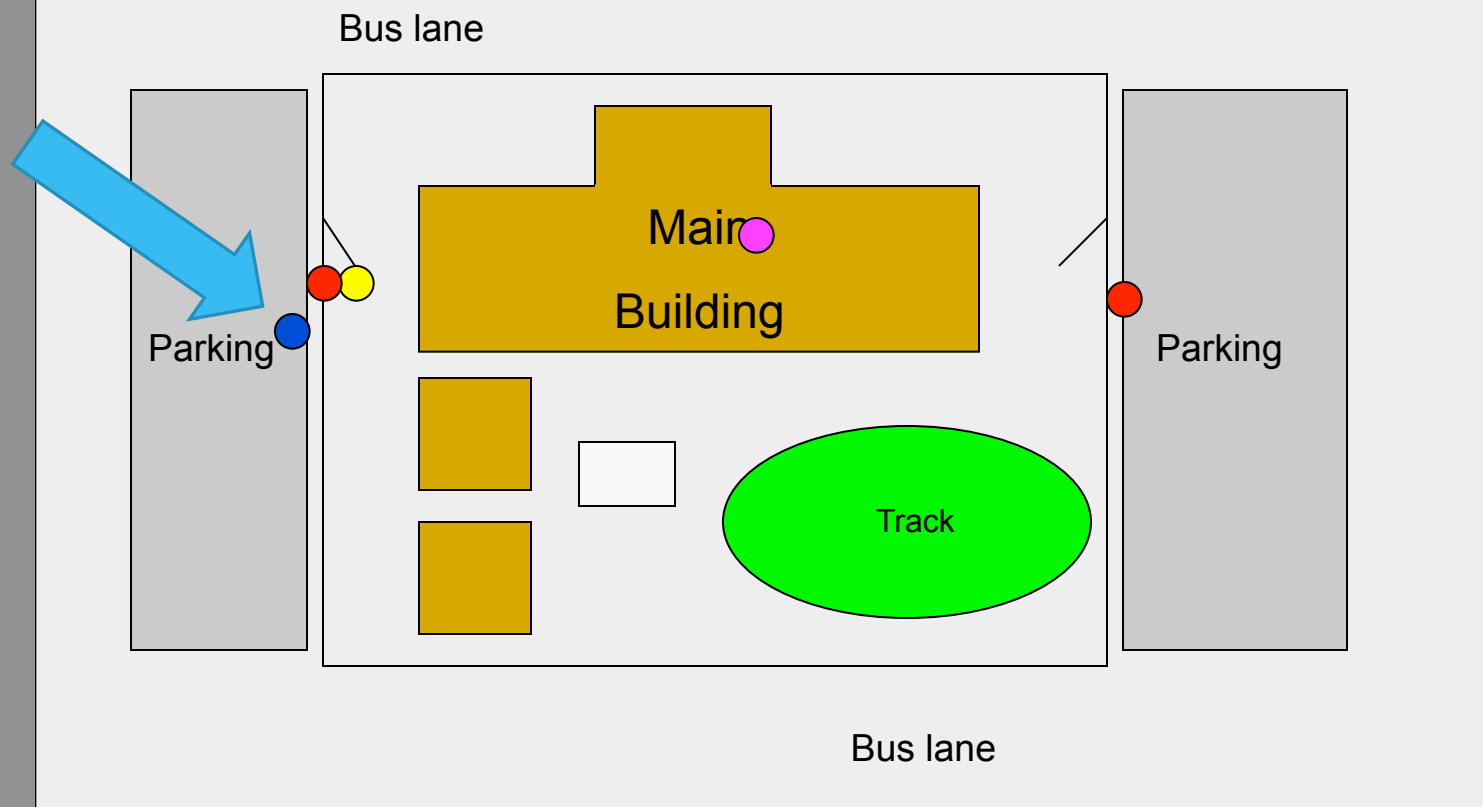
White - Release Gate Yellow - Student Care Pink - Request Gate Gold/Red - Parent
(December 2014)

White - Release Gate Yellow - Student Care Pink - Request Gate Gold/Red - Parent
(December 2015)

White - Release Gate Yellow - Student Care Pink - Request Gate Gold/Red - Parent
(December 2016)

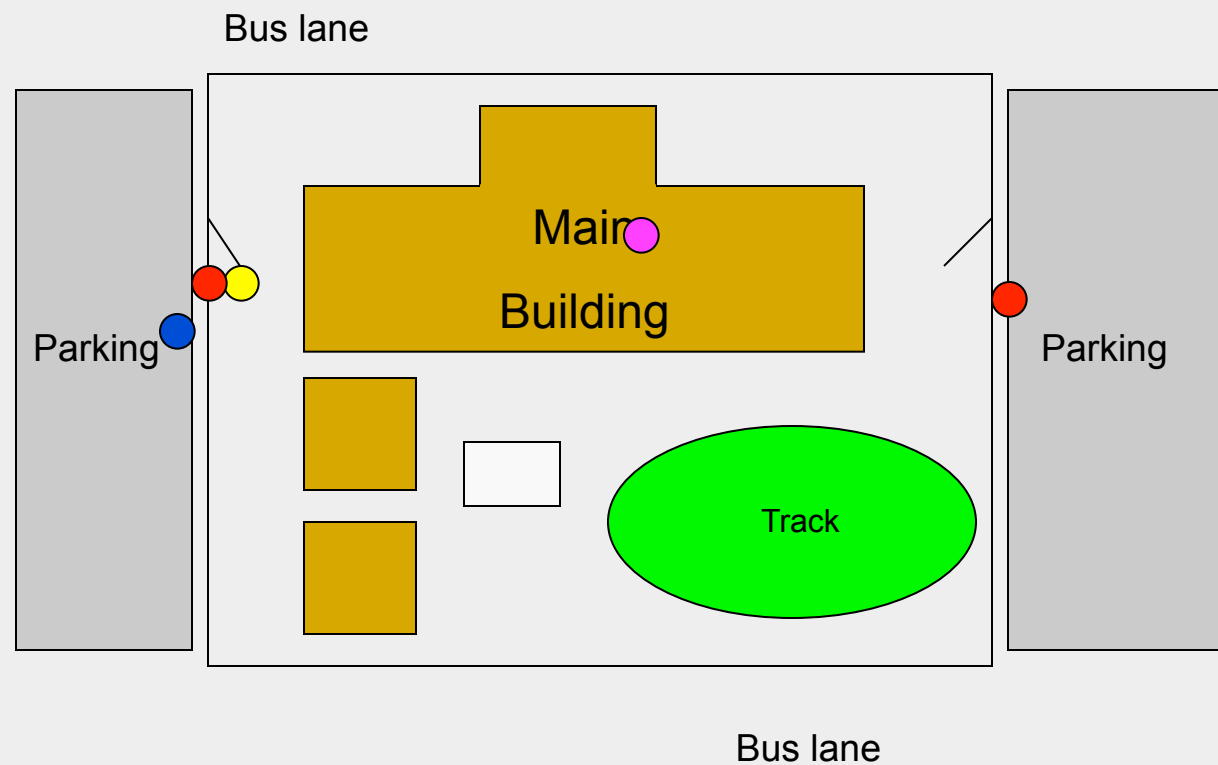
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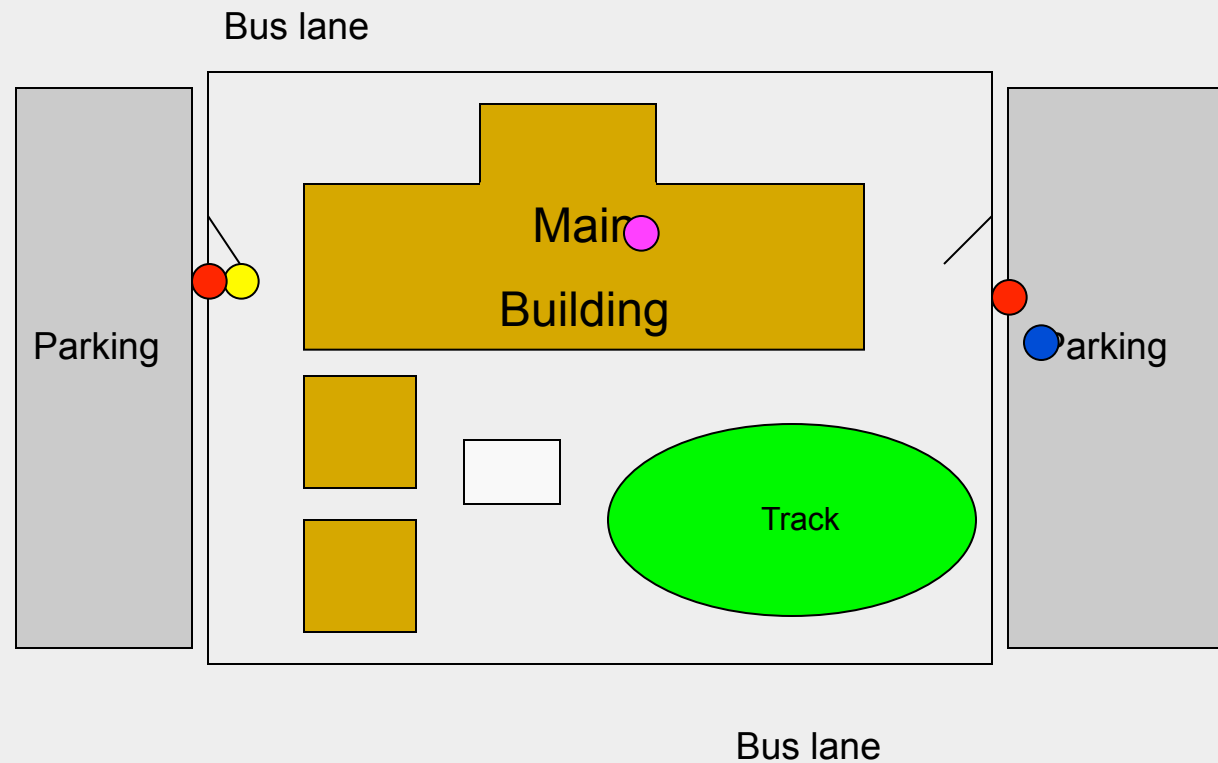
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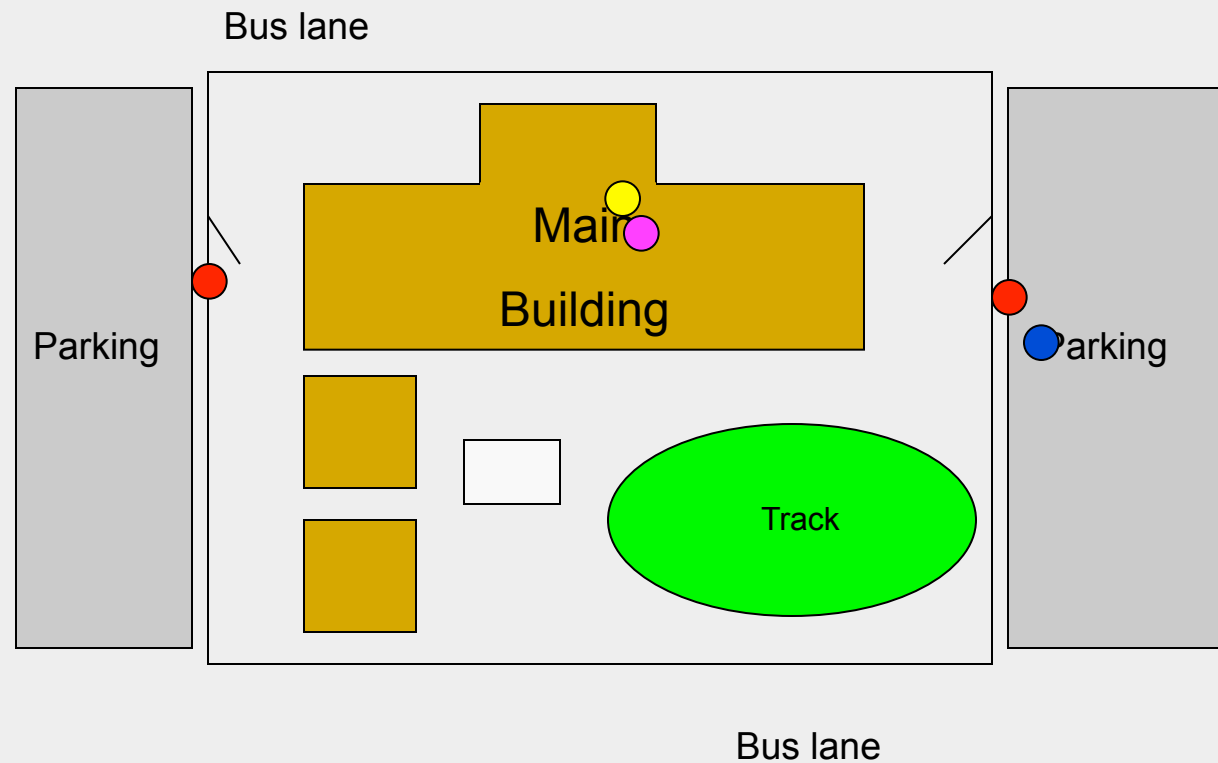
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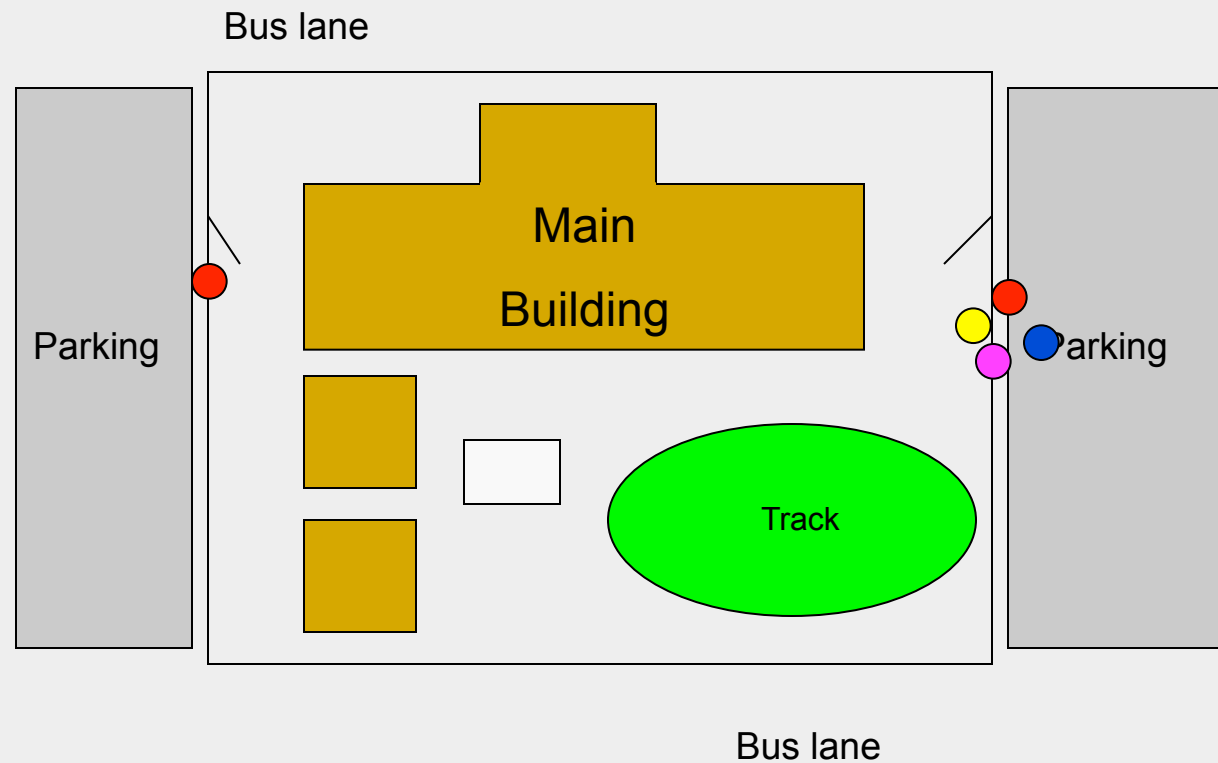
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A runner escorts the student to the Release Gate



Parent / Student Reunification Process

The Release Gate matches the student to the parent



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Exercise Your Plan

...from the Sending School



...to the Receiving School or Site



Questions?

James Dorer

**Chief Security Officer
Scottsdale Unified School District**

**Scottsdale Police Department
Sergeant--Retired**

jdorer@susd.org

Jim Lee

**Emergency Preparedness Advisor
Arizona Department of Education**

**Emergency Preparedness & Response
Paradise Valley Unified School District**

Jim.lee@azed.gov

Process

- Paperwork trail in detail

11501

Scottsdale Unified School District

STUDENT RELEASE FORM

OTRÁJENEN NÚ FARMILIAJEN DEBEER AL NÚNEN ENTE A SUS FARMILIAJEN O FARMILIAJEN

Please Print Legibly - Complete a Separate Form for Each Student
Por favor escriba de manera legible - Use un formulario a parte para cada estudiante

Student's Name: <small>Nombre del estudiante</small>	Grade: <small>Grado</small>
Student's Date of Birth: <small>Fecha de nacimiento del estudiante</small>	Student's School ID: <small>Número de ID del estudiante</small>
School: <small>Escuela</small>	Teacher: <small>Maestro</small>
Name of Person Requesting Student: <small>Nombre de la persona que solicita el estudiante</small>	
Requester's Driver's License #: <small>Por favor, incluya el número de licencia</small>	State: <small>Estado</small>
<small>(Photo ID is mandatory for all drivers licenses. If you do not have a driver's license, then attach photo of photo ID) El foto ID es obligatorio para todas las licencias de conducir. Si usted no tiene una licencia de conducir, incluya una foto de su identificación (como su licencia de conducir).</small>	
Relationship to Student: <small>Relación con el estudiante</small>	

DO NOT WRITE BELOW THIS LINE - NO ESCRIBA DEBAJO DE ESTA LINEA

Request Gate			
Proof of Photo ID: (Yes) (No)	Name Listed as Parent or Guardian: (Yes) (No)		
Verified By: _____	Name Listed as Emergency Contact: (Yes) (No)		
Student Care (circle one)			
Sent to Release	Absent	First Aid	Missing
Comments: _____			
Release Gate			
Proof of Photo ID: (Yes) (No)	Released By: _____		
Requester Signature: _____ <small>(Signature Indicates Release of Student) La firma indica la entrega del estudiante</small>			
Date: _____	Time: _____		

White - Release Gate - Yellow - Student Care - Pink - Request Gate - Gold/Red - Parent
(December 2013)

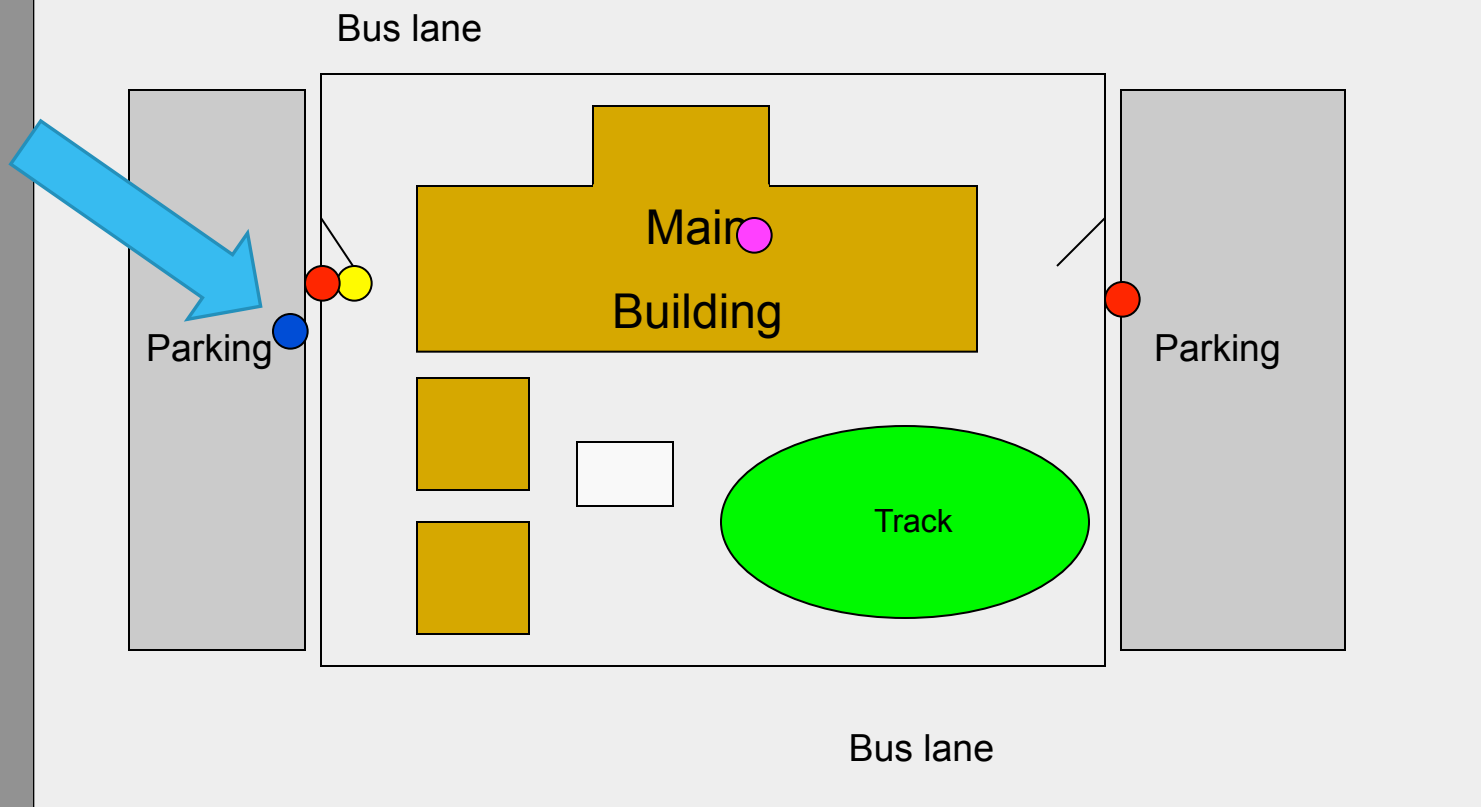
White - Release Gate - Yellow - Student Care - Pink - Request Gate - Gold/Red - Parent
(December 2014)

White - Release Gate - Yellow - Student Care - Pink - Request Gate - Gold/Red - Parent
(December 2015)


White - Release Gate - Yellow - Student Care - Pink - Request Gate - Gold/Red - Parent
(December 2016)

Parent / Student Reunification Process

Parents arrive at the Request Gate and complete the Student Release Form



Parents
complete the
top portion




STUDENT RELEASE FORM

AUTORIZACIÓN PARA ENTREGAR A UN ESTUDIANTE A SUS PADRES O TUTORES LEGALES

Please Print Legibly – Complete a Separate Form for Each Student

Por favor escriba de manera legible – Llene un formulario aparte para cada estudiante

Student's Name: _____ Grade: _____
Nombre del estudiante: _____ Grado: _____

Student's Date of Birth: _____ Student's School ID#: _____
Fecha de nacimiento del estudiante: _____ Número de ID del estudiante: _____

School: _____ Teacher: _____
Escuela: _____ Maestro: _____

Name of Person Requesting Student: _____
Nombre de la persona que vino para recoger al estudiante: _____

Requestor's Driver's License #: _____ State: _____
Número de la licencia de manejar: _____ Estado: _____
(Photo ID is mandatory for student release. If you do not have a driver's license, list another form of photo ID)
(Es obligatorio presentar identificación para recoger a un estudiante. Si usted no tiene una licencia de manejar, incluya otra forma de identificación que incluya una fotografía.)

Relationship to Student: _____
Parentesco con el estudiante: _____

DO NOT WRITE BELOW THIS LINE - NO ESCRIBA DEBAJO DE ESTA LÍNEA

Request Gate

Proof of Photo ID: (Yes) (No) Name Listed as Parent or Guardian: (Yes) (No)
Verified By: _____ Name Listed as Emergency Contact: (Yes) (No)

Student Care (circle one)

Sent to Release Absent First Aid Missing
Comments: _____

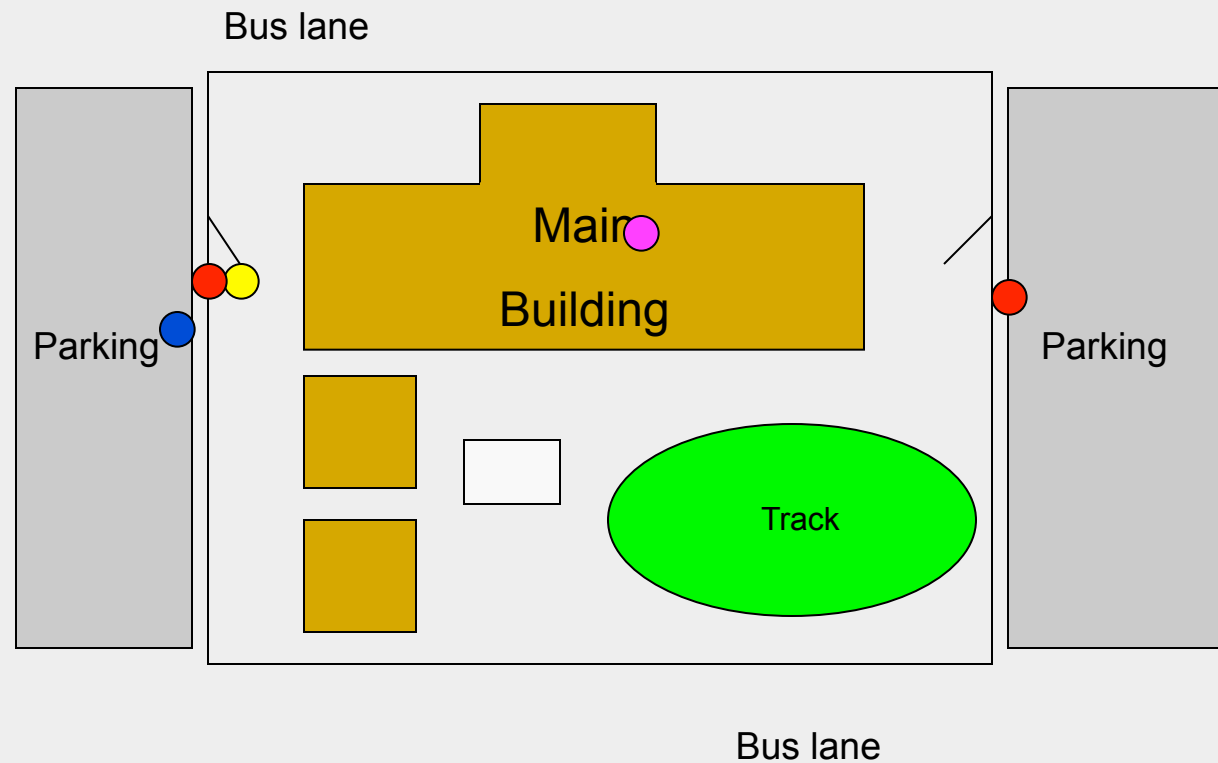
Release Gate

Proof of Photo ID: (Yes) (No) Released By: _____

Requester Signature: _____
(Signature Indicates Release of Student) La firma indica la entrega del estudiante
Date: _____ Time: _____
Fecha: _____ Hora: _____

Parent / Student Reunification Process

Confirm they are authorized




Request Gate personnel verify the person's photo identification. If the person does not have ID, we will not release the student unless an employee personally knows the person and vouches for them.

That employee signs "verified by"



11501


 Scottsdale *Unified* School District

STUDENT RELEASE FORM

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 Por favor escriba de manera legible – Llene un formulario aparte para cada estudiante

Student's Name: _____ Nombre del estudiante: _____		Grade: _____ Grado: _____	
Student's Date of Birth: _____ Fecha de nacimiento del estudiante: _____		Student's School ID#: _____ Número de ID del estudiante: _____	
School: _____ Escuela: _____		Teacher: _____ Maestro: _____	
Name of Person Requesting Student: _____ Nombre de la persona que vino para recoger al estudiante: _____			
Requestor's Driver's License #: _____ Número de la licencia de manejar: _____		State: _____ Estado: _____	
(Photo ID is mandatory for student release. If you do not have a driver's license, list another form of photo ID) (Es obligatorio presentar identificación para recoger a un estudiante. Si usted no tiene una licencia de manejar, incluya otra forma de identificación que incluya una fotografía.)			
Relationship to Student: _____ Parentesco con el estudiante: _____			
DO NOT WRITE BELOW THIS LINE - NO ESCRIBA DEBAJO DE ESTA LÍNEA			
Request Gate			
Proof of Photo ID: (Yes) <u>(No)</u>		Name Listed as Parent or Guardian: (Yes) (No)	
Verified By: <u>James Dorer</u>		Name Listed as Emergency Contact: (Yes) (No)	
Student Care (circle one)			
Sent to Release	Absent	First Aid	Missing
Comments: _____			
Release Gate			
Proof of Photo ID: (Yes) (No)		Released By: _____	
Requester Signature: _____ (Signature Indicates Release of Student) La firma indica la entrega del estudiante			
Date: _____ Fecha: _____		Time: _____ Hora: _____	

Request Gate
personnel check the
name in Synergy to
ensure the person is
listed as parent/
guardian or
emergency contact.

Circle the correct
answer.



STUDENT RELEASE FORM

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Please Print Legibly – Complete a Separate Form for Each Student

Por favor escriba de manera legible – Llene un formulario aparte para cada estudiante

Student's Name: _____ Grade: _____
Nombre del estudiante: _____ Grado: _____

Student's Date of Birth: _____ Student's School ID#: _____
Fecha de nacimiento del estudiante: _____ Número de ID del estudiante: _____

School: _____ Teacher: _____
Escuela: _____ Maestro: _____

Name of Person Requesting Student: _____
Nombre de la persona que vino para recoger al estudiante: _____

Requestor's Driver's License #: _____ State: _____
Número de la licencia de manejar: _____ Estado: _____

(Photo ID is mandatory for student release. If you do not have a driver's license, list another form of photo ID)
(Es obligatorio presentar identificación para recoger a un estudiante. Si usted no tiene una licencia de manejar, incluya otra forma de identificación que incluya una fotografía.)

Relationship to Student: _____
Parentesco con el estudiante: _____

DO NOT WRITE BELOW THIS LINE - NO ESCRIBA DEBAJO DE ESTA LÍNEA

Request Gate

Proof of Photo ID: (Yes) **(No)** Name Listed as Parent or Guardian: **(Yes)** (No)

Verified By: James Dorer Name Listed as Emergency Contact: (Yes) (No)

Student Care (circle one)

Sent to Release Absent First Aid Missing

Comments: _____

Release Gate

Proof of Photo ID: (Yes) (No) Released By: _____

Requester Signature: _____

(Signature Indicates Release of Student) La firma indica la entrega del estudiante

Date: _____ Time: _____
Fecha: _____ Hora: _____

If the person is
not listed in
Synergy, we will
not release the
student to them.



STUDENT RELEASE FORM

AUTORIZACIÓN PARA ENTREGAR A UN ESTUDIANTE A SUS PADRES O TUTORES LEGALES

Please Print Legibly – Complete a Separate Form for Each Student

Por favor escriba de manera legible – Llene un formulario aparte para cada estudiante

Student's Name: _____ Grade: _____
Nombre del estudiante: _____ Grado: _____

Student's Date of Birth: _____ Student's School ID#: _____
Fecha de nacimiento del estudiante: _____ Número de ID del estudiante: _____

School: _____ Teacher: _____
Escuela: _____ Maestro: _____

Name of Person Requesting Student: _____
Nombre de la persona que vino para recoger al estudiante: _____

Requestor's Driver's License #: _____ State: _____
Número de la licencia de manejar: _____ Estado: _____
(Photo ID is mandatory for student release. If you do not have a driver's license, list another form of photo ID)
(Es obligatorio presentar identificación para recoger a un estudiante. Si usted no tiene una licencia de manejar, incluya otra forma de identificación que incluya una fotografía.)

Relationship to Student: _____
Parentesco con el estudiante: _____

DO NOT WRITE BELOW THIS LINE - NO ESCRIBA DEBAJO DE ESTA LÍNEA

Request Gate

Proof of Photo ID: (Yes) **(No)** Name Listed as Parent or Guardian: **(Yes)** (No)
Verified By: James Dorer Name Listed as Emergency Contact: (Yes) (No)

Student Care (circle one)

Sent to Release Absent First Aid Missing
Comments: _____

Release Gate

Proof of Photo ID: (Yes) (No) Released By: _____

Requester Signature: _____
(Signature Indicates Release of Student) La firma indica la entrega del estudiante
Date: _____ Time: _____
Fecha: _____ Hora: _____

The parent receives the "Goldenrod" as their receipt.

The Request Gate keeps the "Pink" copy.

The "White" and "Yellow" copies go with a runner to Student Care



STUDENT RELEASE FORM

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Nombre del estudiante: _____ Grado: _____

Student's Date of Birth: _____ Student's School ID#: _____
Fecha de nacimiento del estudiante: _____ Número de ID del estudiante: _____

School: _____ Teacher: _____
Escuela: _____ Maestro: _____

Name of Person Requesting Student: _____
Nombre de la persona que vino para recoger al estudiante: _____

Requestor's Driver's License #: _____ State: _____
Número de la licencia de manejar: _____ Estado: _____

(Photo ID is mandatory for student release. If you do not have a driver's license, list another form of photo ID)
(Es obligatorio presentar identificación para recoger a un estudiante. Si usted no tiene una licencia de manejar, incluya otra forma de identificación que incluya una fotografía.)

Relationship to Student: _____
Parentesco con el estudiante: _____

DO NOT WRITE BELOW THIS LINE - NO ESCRIBA DEBAJO DE ESTA LÍNEA

Request Gate

Proof of Photo ID: (Yes) **(No)** Name Listed as Parent or Guardian: **(Yes)** (No)

Verified By: James Dorer Name Listed as Emergency Contact: (Yes) (No)

Student Care (circle one)

Sent to Release Absent First Aid Missing

Comments: _____

Release Gate

Proof of Photo ID: (Yes) (No) Released By: _____

Requester Signature: _____

(Signature Indicates Release of Student) La firma indica la entrega del estudiante

Date: _____ Time: _____

Fecha: _____ Hora: _____

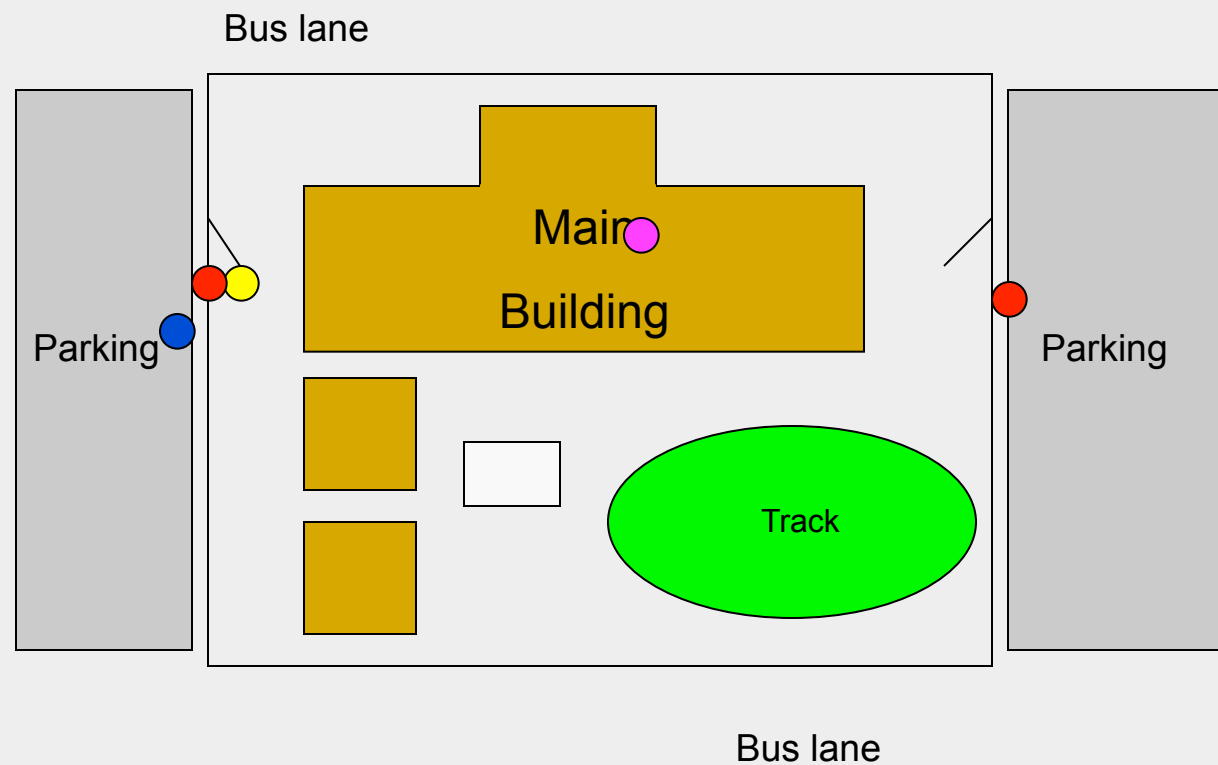


White – Release Gate Yellow – Student Care Pink – Request Gate Goldenrod – Parent

(December 2013)

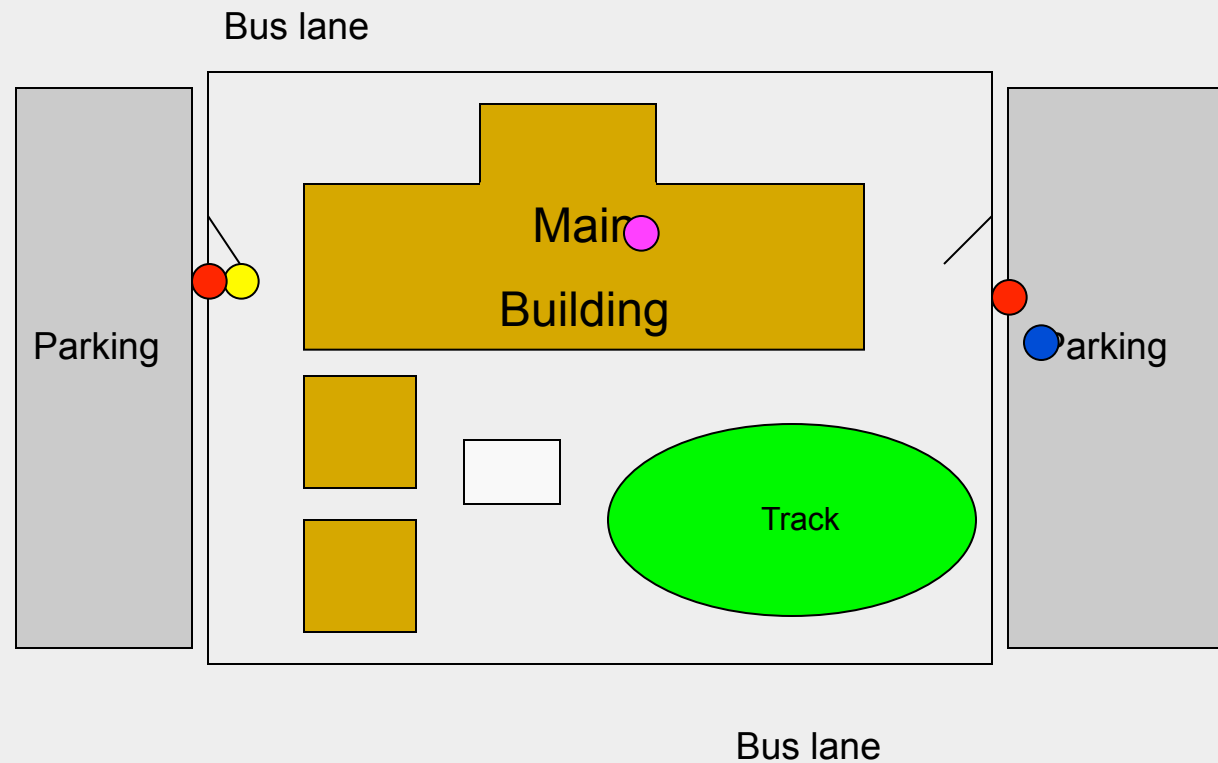
Parent / Student Reunification Process

Once authorized, send the parent with the “Goldenrod” to the Release Gate



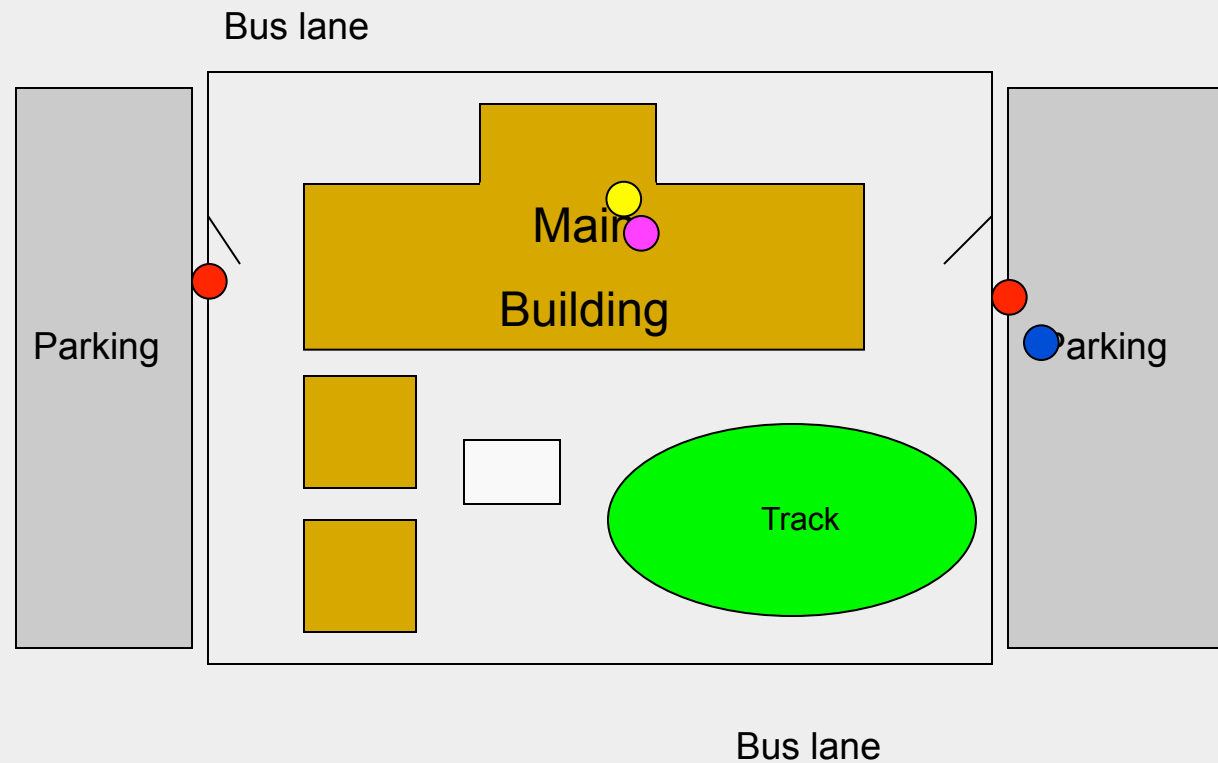
Parent / Student Reunification Process

A runner takes the “White” & “Yellow” copies to Student Care



Parent / Student Reunification Process

Student Care locates the student and prepares them for release



Student Care
completes their
section based on
the following:



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Student's Name: _____ Grade: _____
Nombre del estudiante: _____ Grado: _____

Student's Date of Birth: _____ Student's School ID#: _____
Fecha de nacimiento del estudiante: _____ Número de ID del estudiante: _____

School: _____ Teacher: _____
Escuela: _____ Maestro: _____

Name of Person Requesting Student: _____
Nombre de la persona que vino para recoger al estudiante: _____

Requestor's Driver's License #: _____ State: _____
Número de la licencia de manejar: _____ Estado: _____

(Photo ID is mandatory for student release. If you do not have a driver's license, list another form of photo ID)
(Es obligatorio presentar identificación para recoger a un estudiante. Si usted no tiene una licencia de manejar, incluya otra forma de identificación que incluya una fotografía.)

Relationship to Student: _____
Parentesco con el estudiante: _____

DO NOT WRITE BELOW THIS LINE - NO ESCRIBA DEBAJO DE ESTA LÍNEA

Request Gate

Proof of Photo ID: (Yes) **(No)** Name Listed as Parent or Guardian: **(Yes)** (No)

Verified By: James Dorer Name Listed as Emergency Contact: (Yes) (No)

Student Care (circle one)

Sent to Release Absent First Aid Missing

Comments: _____

Release Gate

Proof of Photo ID: (Yes) (No) Released By: _____

Requester Signature: _____

(Signature Indicates Release of Student) La firma indica la entrega del estudiante

Date: _____ Time: _____

Fecha: _____ Hora: _____

If the student is
located, circle
"Sent to Release"



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Student's Date of Birth: _____ Student's School ID#: _____
Fecha de nacimiento del estudiante: _____ Número de ID del estudiante: _____

School: _____ Teacher: _____
Escuela: _____ Maestro: _____

Name of Person Requesting Student: _____
Nombre de la persona que vino para recoger al estudiante: _____

Requestor's Driver's License #: _____ State: _____
Número de la licencia de manejar: _____ Estado: _____

(Photo ID is mandatory for student release. If you do not have a driver's license, list another form of photo ID)
(Es obligatorio presentar identificación para recoger a un estudiante. Si usted no tiene una licencia de manejar, incluya otra forma de identificación que incluya una fotografía.)

Relationship to Student: _____
Parentesco con el estudiante: _____

DO NOT WRITE BELOW THIS LINE - NO ESCRIBA DEBAJO DE ESTA LÍNEA

Request Gate

Proof of Photo ID: (Yes) **(No)** Name Listed as Parent or Guardian: **(Yes)** (No)

Verified By: James Dorer Name Listed as Emergency Contact: (Yes) (No)

Student Care (circle one)

Sent to Release Absent First Aid Missing

Comments: _____

Release Gate

Proof of Photo ID: (Yes) (No) Released By: _____

Requester Signature: _____

(Signature Indicates Release of Student) La firma indica la entrega del estudiante

Date: _____ Time: _____

Fecha: _____ Hora: _____

If the student was
absent all day
from school or
checked out
early, circle
"Absent"

Write comments
as appropriate.



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Nombre del estudiante: _____ Grado: _____

Student's Date of Birth: _____ Student's School ID#: _____
Fecha de nacimiento del estudiante: _____ Número de ID del estudiante: _____

School: _____ Teacher: _____
Escuela: _____ Maestro: _____

Name of Person Requesting Student: _____
Nombre de la persona que vino para recoger al estudiante: _____

Requestor's Driver's License #: _____ State: _____
Número de la licencia de manejar: _____ Estado: _____

(Photo ID is mandatory for student release. If you do not have a driver's license, list another form of photo ID)
(Es obligatorio presentar identificación para recoger a un estudiante. Si usted no tiene una licencia de manejar, incluya otra forma de identificación que incluya una fotografía.)

Relationship to Student: _____
Parentesco con el estudiante: _____

DO NOT WRITE BELOW THIS LINE - NO ESCRIBA DEBAJO DE ESTA LÍNEA

Request Gate

Proof of Photo ID: (Yes) **(No)** Name Listed as Parent or Guardian: **(Yes)** (No)

Verified By: James Dorer Name Listed as Emergency Contact: (Yes) (No)

Student Care (circle one)

Sent to Release **Absent** First Aid Missing

Comments: _____

Release Gate

Proof of Photo ID: (Yes) (No) Released By: _____

Requester Signature: _____

(Signature Indicates Release of Student) La firma indica la entrega del estudiante

Date: _____ Time: _____

Fecha: _____ Hora: _____

If the student is known to be receiving first aid or medical attention, circle "First Aid"

Write comments as appropriate.



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Student's Date of Birth: _____ Student's School ID#: _____
Fecha de nacimiento del estudiante: _____ Número de ID del estudiante: _____

School: _____ Teacher: _____
Escuela: _____ Maestro: _____

Name of Person Requesting Student: _____
Nombre de la persona que vino para recoger al estudiante: _____

Requestor's Driver's License #: _____ State: _____
Número de la licencia de manejar: _____ Estado: _____

(Photo ID is mandatory for student release. If you do not have a driver's license, list another form of photo ID)
(Es obligatorio presentar identificación para recoger a un estudiante. Si usted no tiene una licencia de manejar, incluya otra forma de identificación que incluya una fotografía.)

Relationship to Student: _____
Parentesco con el estudiante: _____

DO NOT WRITE BELOW THIS LINE - NO ESCRIBA DEBAJO DE ESTA LÍNEA

Request Gate

Proof of Photo ID: (Yes) **(No)** Name Listed as Parent or Guardian: **(Yes)** (No)

Verified By: James Dorer Name Listed as Emergency Contact: (Yes) (No)

Student Care (circle one)

Sent to Release Absent **First Aid** Missing

Comments: _____

Release Gate

Proof of Photo ID: (Yes) (No) Released By: _____

Requester Signature: _____

(Signature Indicates Release of Student) La firma indica la entrega del estudiante

Date: _____ Time: _____
Fecha: _____ Hora: _____

If the student's location is unknown, circle "Missing"

Write comments as appropriate.



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Nombre del estudiante: _____ Grado: _____

Student's Date of Birth: _____ Student's School ID#: _____
Fecha de nacimiento del estudiante: _____ Número de ID del estudiante: _____

School: _____ Teacher: _____
Escuela: _____ Maestro: _____

Name of Person Requesting Student: _____
Nombre de la persona que vino para recoger al estudiante: _____

Requestor's Driver's License #: _____ State: _____
Número de la licencia de manejar: _____ Estado: _____

(Photo ID is mandatory for student release. If you do not have a driver's license, list another form of photo ID)
(Es obligatorio presentar identificación para recoger a un estudiante. Si usted no tiene una licencia de manejar, incluya otra forma de identificación que incluya una fotografía.)

Relationship to Student: _____
Parentesco con el estudiante: _____

DO NOT WRITE BELOW THIS LINE - NO ESCRIBA DEBAJO DE ESTA LÍNEA

Request Gate

Proof of Photo ID: (Yes) **(No)** Name Listed as Parent or Guardian: **(Yes)** (No)

Verified By: James Dorer Name Listed as Emergency Contact: (Yes) (No)

Student Care (circle one)

Sent to Release Absent First Aid **Missing**

Comments: _____

Release Gate

Proof of Photo ID: (Yes) (No) Released By: _____

Requester Signature: _____

(Signature Indicates Release of Student) La firma indica la entrega del estudiante

Date: _____ Time: _____

Fecha: _____ Hora: _____

Student Care
completes the
"Master List"

Cross off those
students that are
released.

Highlight those
with issues.

DM **MASTER** Desert Mountain Student

Student Name	Phone ID	Grade	Gender	Birth Date
Anderson, Charles C.	100777	12	Male	05/07/1994
Anderson, Nathan	100792	10	Male	01/09/1990
Anderson, Aida H.	100800	10	Female	05/07/1990
Angelo, Austin J.	101221	10	Male	01/10/1990
Aracham, Anthony A.	100400	12	Female	05/10/1990
Aracham, John P.	100402	12	Male	05/10/1990
Arcene, Adam E.	100801	10	Male	05/10/1990
Arcene, Brandon	101423	10	Male	12/11/1990
Armstrong, David	101424	10	Female	01/10/1990
Arcene, Angel M.	101776	12	Female	05/10/1994
Archer, Anna E.	101000	10	Female	04/12/1990
Arcene Hernandez, Asher	101207	09	Female	07/02/1997
Arora, Brooke A.	201029	11	Female	05/02/1994
Arslan, David T.	101007	09	Male	12/08/1990
Arora, David D.	101008	11	Female	11/08/1990
Arora, Jeffrey T.	101009	09	Male	10/10/1997
Aguado-Rivera, Francis A.	210075	12	Female	05/10/1990
Armstrong, David	200000	09	Male	05/10/1997
Arora, Aron J.	100004	12	Female	05/08/1994
Arora, Aron	100171	11	Male	11/08/1994
Arora, David	100249	11	Male	10/10/1990
Arora, David	100249	12	Female	05/08/1994
Arora, David	100250	12	Male	05/08/1994
Arora, David A.	100100	10	Female	05/02/1990
Arora, David	100101	12	Male	01/10/1990
Arora, David A.	100171	12	Male	05/10/1994
Arora, David D.	200400	12	Female	05/07/1994
Arora, David D.	100100	12	Female	01/10/1990
Arora, David B.	101000	09	Male	05/10/1997
Arora, Kyle J.	101075	10	Male	02/08/1990
Arora, Kyle T.	100004	10	Male	01/02/1990
Arora, Kyle J.	101000	10	Male	05/10/1990
Arora, Nathan D.	101000	11	Male	04/07/1990
Arora, Samantha J.	101075	11	Female	01/10/1990
Arora, Holly M.	100007	10	Female	05/10/1990
Arora, Kayla L.	101000	11	Female	05/10/1990
Arora, David D.	100000	10	Male	01/10/1990
Arora, David C.	100007	10	Male	10/04/1990
Arora, Andrew K.	210100	11	Male	05/02/1994
Arora, David B.	100100	12	Female	05/10/1994
Arora, Kyle C.	100100	09	Male	05/02/1990
Arora, Jennifer L.	100000	11	Female	07/02/1990
Arora, Anna L.	101000	11	Female	10/02/1994
Arora, Samantha R.	101075	09	Female	11/08/1990

Missing

Absent

Student Care
keeps the
"Yellow" copy.

The "White" copy
is sent with a
runner to the
Release Gate.



STUDENT RELEASE FORM

AUTORIZACIÓN PARA ENTREGAR A UN ESTUDIANTE A SUS PADRES O TUTORES LEGALES

Please Print Legibly – Complete a Separate Form for Each Student

Por favor escriba de manera legible – Llene un formulario aparte para cada estudiante

Student's Name: _____ Grade: _____
Nombre del estudiante: _____ Grado: _____

Student's Date of Birth: _____ Student's School ID#: _____
Fecha de nacimiento del estudiante: _____ Número de ID del estudiante: _____

School: _____ Teacher: _____
Escuela: _____ Maestro: _____

Name of Person Requesting Student: _____
Nombre de la persona que vino para recoger al estudiante: _____

Requestor's Driver's License #: _____ State: _____
Número de la licencia de manejar: _____ Estado: _____
(Photo ID is mandatory for student release. If you do not have a driver's license, list another form of photo ID)
(Es obligatorio presentar identificación para recoger a un estudiante. Si usted no tiene una licencia de manejar, incluya otra forma de identificación que incluya una fotografía.)

Relationship to Student: _____
Parentesco con el estudiante: _____

DO NOT WRITE BELOW THIS LINE - NO ESCRIBA DEBAJO DE ESTA LÍNEA

Request Gate

Proof of Photo ID: (Yes) (No) Name Listed as Parent or Guardian: (Yes) (No)
Verified By: James Dorer Name Listed as Emergency Contact: (Yes) (No)

Student Care (circle one)

Sent to Release Absent First Aid Missing

Comments: _____

Release Gate

Proof of Photo ID: (Yes) (No) Released By: _____

Requester Signature: _____

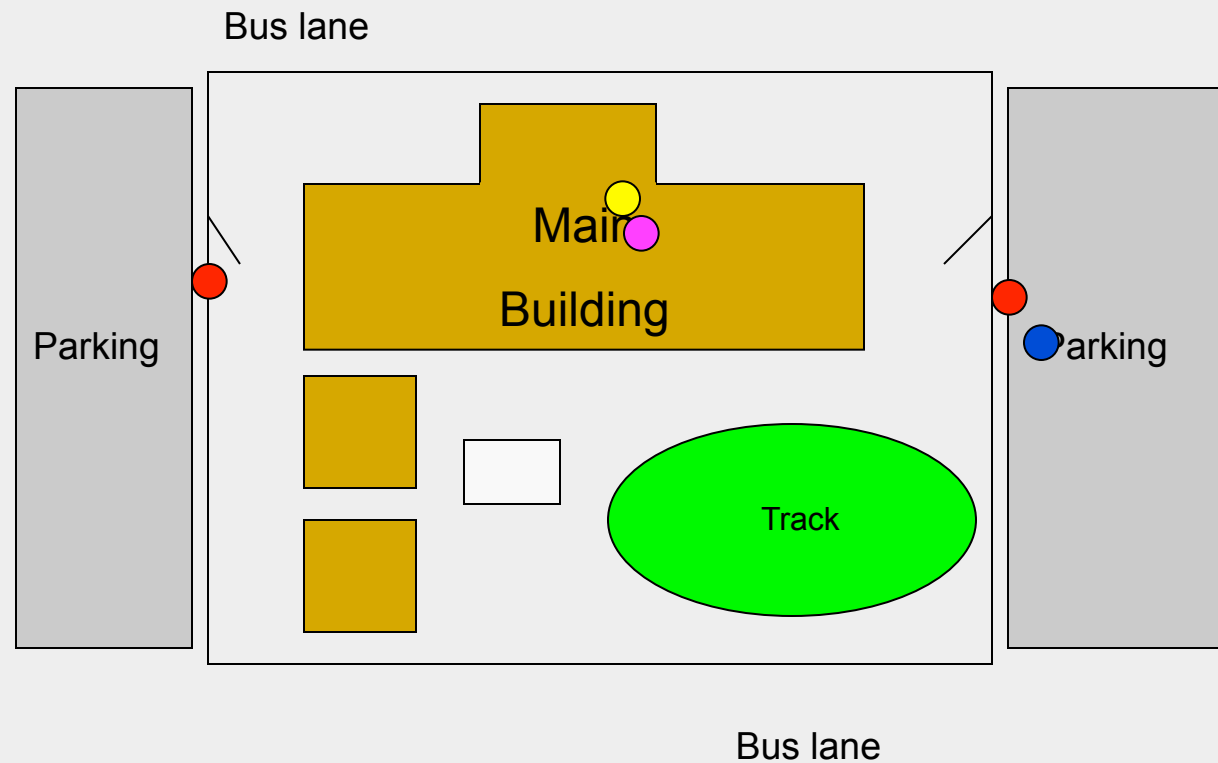
(Signature Indicates Release of Student) La firma indica la entrega del estudiante

Date: _____ Time: _____
Fecha: _____ Hora: _____



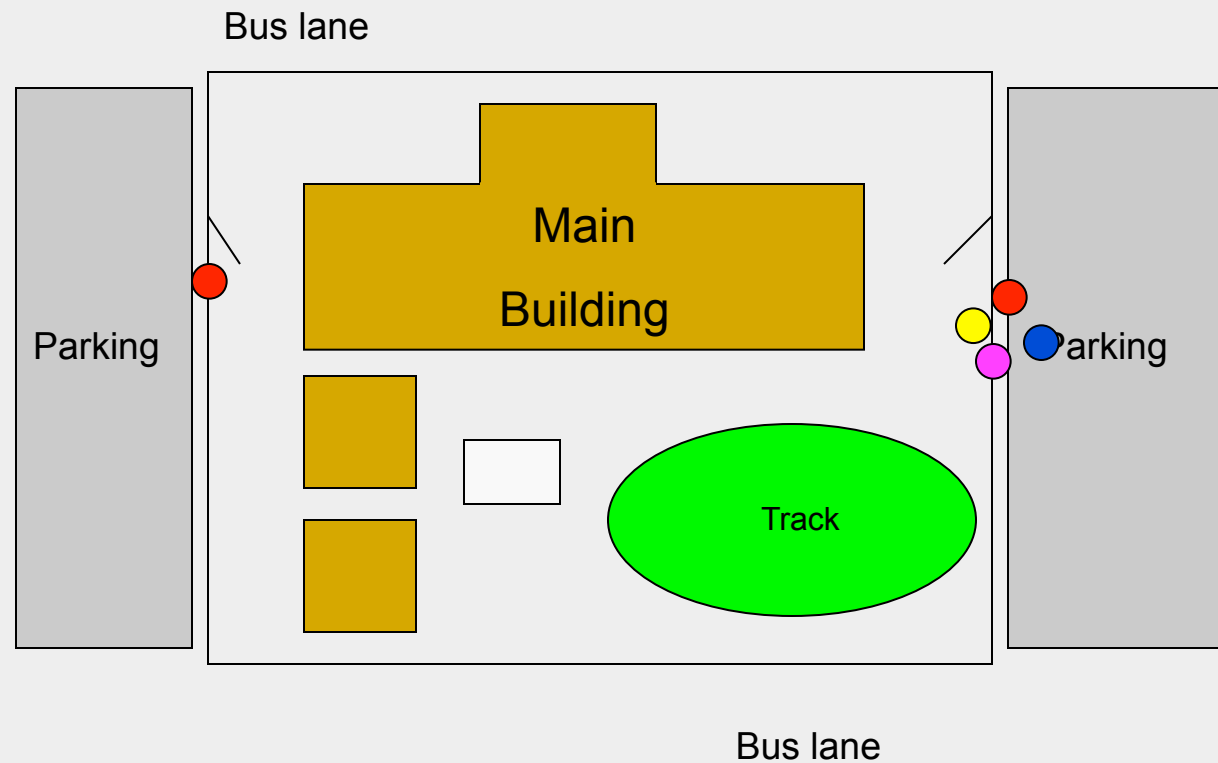
Parent / Student Reunification Process

A runner escorts the student and
“White” copy to the Release Gate



Parent / Student Reunification Process

The Release Gate matches the student to the parent



The Release Gate
verifies the
parent's ID and
initials for the
release.



STUDENT RELEASE FORM

AUTORIZACIÓN PARA ENTREGAR A UN ESTUDIANTE A SUS PADRES O TUTORES LEGALES

Please Print Legibly – Complete a Separate Form for Each Student

Por favor escriba de manera legible – Llene un formulario aparte para cada estudiante

Student's Name: _____ Grade: _____
Nombre del estudiante: _____ Grado: _____

Student's Date of Birth: _____ Student's School ID#: _____
Fecha de nacimiento del estudiante: _____ Número de ID del estudiante: _____

School: _____ Teacher: _____
Escuela: _____ Maestro: _____

Name of Person Requesting Student: _____
Nombre de la persona que vino para recoger al estudiante: _____

Requestor's Driver's License #: _____ State: _____
Número de la licencia de manejar: _____ Estado: _____
(Photo ID is mandatory for student release. If you do not have a driver's license, list another form of photo ID)
(Es obligatorio presentar identificación para recoger a un estudiante. Si usted no tiene una licencia de manejar, incluya otra forma de identificación que incluya una fotografía.)

Relationship to Student: _____
Parentesco con el estudiante: _____

DO NOT WRITE BELOW THIS LINE - NO ESCRIBA DEBAJO DE ESTA LÍNEA

Request Gate

Proof of Photo ID: ☒ (Yes) ☐ (No) Name Listed as Parent or Guardian: ☒ (Yes) ☐ (No)
Verified By: James Dorer Name Listed as Emergency Contact: (Yes) (No)

Student Care (circle one)

☒ Sent to Release ☐ Absent ☐ First Aid ☐ Missing
Comments: _____

Release Gate

Proof of Photo ID: ☒ (Yes) ☐ (No) Released By: RJ

Requester Signature: _____
(Signature Indicates Release of Student) La firma indica la entrega del estudiante
Date: _____ Time: _____
Fecha: _____ Hora: _____

The parent signs
for their student.

The Release Gate
keeps the signed
"White" copy.



STUDENT RELEASE FORM

AUTORIZACIÓN PARA ENTREGAR A UN ESTUDIANTE A SUS PADRES O TUTORES LEGALES

Please Print Legibly – Complete a Separate Form for Each Student

Por favor escriba de manera legible – Llene un formulario aparte para cada estudiante

Student's Name: _____ Grade: _____
Nombre del estudiante: _____ Grado: _____

Student's Date of Birth: _____ Student's School ID#: _____
Fecha de nacimiento del estudiante: _____ Número de ID del estudiante: _____

School: _____ Teacher: _____
Escuela: _____ Maestro: _____

Name of Person Requesting Student: _____
Nombre de la persona que vino para recoger al estudiante: _____

Requestor's Driver's License #: _____ State: _____
Número de la licencia de manejar: _____ Estado: _____

(Photo ID is mandatory for student release. If you do not have a driver's license, list another form of photo ID)
(Es obligatorio presentar identificación para recoger a un estudiante. Si usted no tiene una licencia de manejar, incluya otra forma de identificación que incluya una fotografía.)

Relationship to Student: _____
Parentesco con el estudiante: _____

DO NOT WRITE BELOW THIS LINE - NO ESCRIBA DEBAJO DE ESTA LÍNEA

Request Gate

Proof of Photo ID: (Yes) (No) Name Listed as Parent or Guardian: (Yes) (No)

Verified By: James Dorer Name Listed as Emergency Contact: (Yes) (No)

Student Care (circle one)

Sent to Release Absent First Aid Missing

Comments: _____

Release Gate

Proof of Photo ID: (Yes) (No) Released By: _____

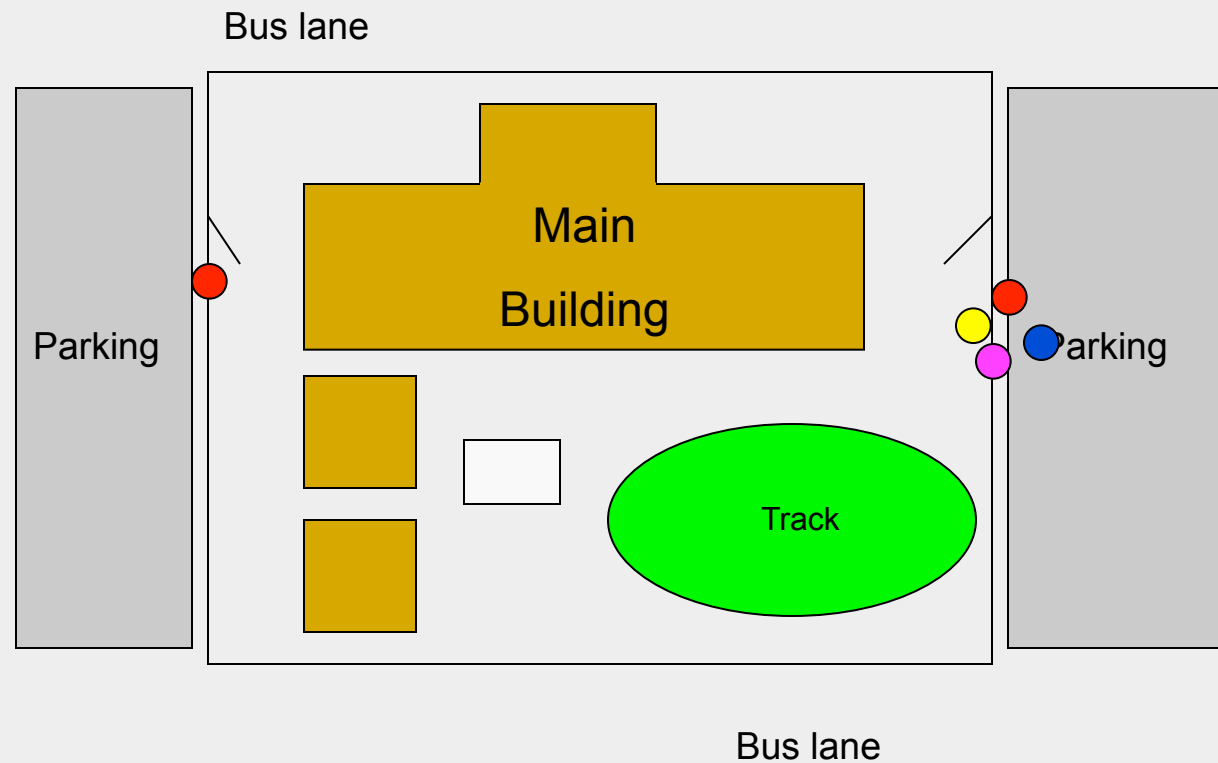
Requester Signature: Mary Jones

(Signature Indicates Release of Student) La firma indica la entrega del estudiante

Date: Nov 21st Time: 12:21 pm
Fecha: 2014 Hora: _____

Parent / Student Reunification Process

The student is released to the parent.



Thank You!

James Dorer

**Chief Security Officer
Scottsdale Unified School District**

**Scottsdale Police Department
Sergeant--Retired**

jdorer@susd.org

Jim Lee

**Emergency Preparedness Advisor
Arizona Department of Education**

Jim.lee@azed.gov