

# HOPE ELEMENTARY SCHOOL REUNIFICATION INFORMATION

## REUNIFICATION:

We 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 are going through this is that an event has occurred at the school that mandates we personally reunite you with your child.

## INSTRUCTIONS:

- Please complete the information below.
- Prepare identification for our staff to check.
- Select the check-in line based either on last name or student grade.
- After check-in, staff will recover your student. Please step over to the Reunification Location.
- If there has been an injury or other concerns, you may be asked to meet a counselor.
- Please don't shout at school staff. We will get through this process as quickly as possible.

**Have photo identification out and ready to show school personnel.  
Please print clearly.**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Name of person picking up student \_\_\_\_\_

Relationship to student \_\_\_\_\_

*If not parent/guardian, parent/guardian approval has been obtained*

From \_\_\_\_\_ By \_\_\_\_\_

Photo identification checked?  School personnel initials \_\_\_\_\_

### Parent/guardian completes:

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Birthday \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature \_\_\_\_\_

### School personnel completes upon release of student:

Time \_\_\_\_\_ Initials \_\_\_\_\_