



## LEAVE WITH FAMILY FORM

### INSTRUCTIONS FOR COMPLETING LEAVE WITH FAMILY FORM

In completing the "FIELD TRIP OR EXCURSION AUTHORIZATION AND MEDICAL TREATMENT AUTHORIZATION" form that is necessary for your children to attend parades, you are acknowledging that your child will travel to and from the parade by bus. It is absolutely the expectation of the band program that your student will travel to and from the event with the rest of the band by bus, and no exceptions can be made on the day of, unless it is an emergency.

In case legitimate needs prevent the student returning by bus, we request that all families complete the Leave with Family form.

**PART A** of this form is completed by all families at the beginning of the year, so that we have it on file to provide you with the flexibility to react to important scheduling conflicts and emergencies.

**PART B** will only be completed as your child is released from school custody in the unlikely event that your child will need to leave with you following a parade. It is vital that your student is signed out. Please read the following carefully:

#### **When you become aware of the schedule conflict...**

1. If your student will not be returning by bus, please let us know asap, and BEFORE the day of the event. If you do not have an email account, send a note with your student to place in the white box, otherwise, email Redwood Viking Band <[redwoodmsvikingband@gmail.com](mailto:redwoodmsvikingband@gmail.com)>.

#### **At the Event**

1. Immediately upon completion of the parade, have your student collect all their belongings from the bus, and proceed to the "Leave with Family" table that will be set up by the buses. The Leave with Family volunteers will confirm that you have uniform, shako, instrument and marching shoes.
2. The adult signing the student out must present identification to allow the LWF volunteer to verify that this person is authorized, per PART A of the form to remove the child.
3. The adult will print, sign and date their name on the form.
4. Once the form has been signed, the school is no longer accountable for custody of the child or for any of their possessions.



## LEAVE WITH FAMILY FORM

### PART A

Must be completed by all families at the beginning of the school year.

2021-2022

\_\_\_\_\_  
**Name of child or ward**

\_\_\_\_\_  
**School year**

I understand that parades are school events, and that my student is required to return from band events with the rest of the band by bus. If an emergency prevents this from being possible, I myself the parent or guardian, PLUS the following other individuals are authorized to sign my child from the custody of the school:

\_\_\_\_\_  
**Name of adult authorized to sign out child**

\_\_\_\_\_  
**Relationship to child**

\_\_\_\_\_  
**Telephone number**

\_\_\_\_\_  
**Name of adult authorized to sign out child**

\_\_\_\_\_  
**Relationship to child**

\_\_\_\_\_  
**Telephone number**

\_\_\_\_\_  
**Name of adult authorized to sign out child**

\_\_\_\_\_  
**Relationship to child**

\_\_\_\_\_  
**Telephone number**

\_\_\_\_\_  
**Name of adult authorized to sign out child**

\_\_\_\_\_  
**Relationship to child**

\_\_\_\_\_  
**Telephone number**

\_\_\_\_\_  
**Myself - Parent or Guardian (Printed Name)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent or Guardian (Printed Name)**

\_\_\_\_\_  
**Signature**

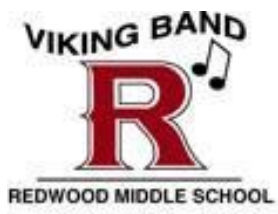
\_\_\_\_\_  
**Date**

**To be completed by the same individual(s) who signed the "Field Trip or Excursion Authorization and Medical Treatment Authorization" form.**

To be completed at event when signing student out of school custody

### PART B

		Event 1	Event 2	Event 3	Event 4
Completed by LWF volunteer	Instrument				
	Shako				
	Shoes				
	Uniform				
	ID Checked				
Completed by adult authorized above to remove child from school custody	Printed Name				
	Signature				
	Date/Time				



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