



SHEPHERD INDEPENDENT SCHOOL DISTRICT

1401 South Byrd Avenue
Shepherd, Texas 77371

Phone: 936-628-3396
Fax: 936-628-3841

August 29, 2016

Superintendent established procedures addressing parental consent for a student to leave campus during the school day.

For the safety of our students we will follow these established procedures.

Campus office staff will verify the following:

- 1. Person's identity (picture ID required if not personally known by the office staff);*
- 2. If parent wishes for someone not listed on the current year registration packet to pick up the child. Written note signed, dated, and giving permission for the designated person to pick up their student;*
- 3. Authorization to pick up the student based upon current year registration information.*
- 4. Confirm that no court order or legal stipulations prevent the person from taking the student.*

The student will be called to the office once the parent, guardian or designee is present at the campus.

Person picking up student must sign the student out on the campus log, filling in all information requested including their signature.

In the event of an emergency, if written documentation cannot be provided, the parent should call the campus, identify themselves, and give the full name of the designed will be required to show proof of identification in the form of picture ID. If the office staff will document the time, date, and designee information given from the phone conversation with the parent/guardian. The office staff will sign the documentation and store it in the student's attendance folder.



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Official attendance taking time for each campus is 9:50am.

When a student is checked out early the student will be marked absent in each of the classes missed for the remainder of the day. Please remember to send an excuse note to the office when your student returns to campus.

Thank you for your cooperation in this matter. The procedure is in place for the safety of all students.

Sincerely,

*Steve Pierce
Superintendent Shepherd ISD*