



Elementary Student Dismissal Form

Student's Name: _____

Grade: _____

Part 1: Authorization to Release (Required for all Students in Grades PreK through 5)

I, _____, [parent/guardian] authorize DCPS to release the above-referenced student to the following persons and/or organization(s). I understand that no further written authorization from me is required for my student to be released to one of the persons and/or organization(s) listed herein. I understand that any names included here will be considered in addition to those that may have been included previously with enrollment forms. **I understand that additions or deletions to this list or the list submitted during enrollment must be submitted in writing for DCPS to honor them.** Parents/guardians, due to the nature of the parental relationship, do not need to be included on this form. If there is an issue with a parent picking up this student, please discuss it with the student's teacher so the appropriate documentation can be obtained. For the safety of your student, please inform all authorized pick-up persons listed herein that they will be asked for a photo ID when they arrive to pick up your student. Please include anyone upon whom you may call in an emergency to help you with picking up your student.

☐ Check here and sign the form below if you already shared a comprehensive list of individuals who are authorized to pick up your student in Aspen as part of DCPS enrollment and would like your student's school to reference only that list.

Individuals Authorized to Pick Up		Phone Numbers
Person #1	Name:	Cell: _____
	Relationship to Student:	Alternative: _____
Person #2	Name:	Cell: _____
	Relationship to Student:	Alternative: _____
Person #3	Name:	Cell: _____
	Relationship to Student:	Alternative: _____
Person #4	Name:	Cell: _____
	Relationship to Student:	Alternative: _____
Organization	If your student is picked up from school by an afterschool program provider, please share the organization's name below. By signing this form, you authorize DCPS to release your student to this organization at dismissal. Name of Organization(s) with permission to pick up my student: _____	

Is there a court order affecting this student? ☐ Yes ☐ No

If "yes" parent/guardian MUST PROVIDE A COPY of the court order to the student's teacher. If "No," please be aware that per the law, both parents will be afforded immediate access to the student.

Parent/Guardian Name _____

Signature: _____

Date: _____

Student's Name: _____

Grade: _____

Part 2: Permission to Self-Dismiss (Required for all Students in Grades K through 5 who will Self-Dismiss)

Category	Guidance
Rule	Eligibility to self-dismiss alone or with an older, authorized student applies only to students grades K-5.
Rule	Students in PreK should be picked up by a parent or authorized adult and may not be released to another elementary-aged student.
Rule	Permission to self-dismiss applies to end-of-day dismissal only. Students in grades PreK-3 through 5 may not self-dismiss early. A parent or authorized adult must be present for pick-up prior to the end of the school day.
Recommendation	In alignment with the American Academy of Pediatrics (AAP) and other student safety experts, DCPS does not recommend that students in grades K-3 self-dismiss alone.
Recommendation	Self-dismissal to an older authorized student (e.g., sibling, cousin) who is in grade 4 or above is recommended for grades K-3.

Please check the box that applies to your student's permissions:

- ☐ My student has permission to self-dismiss from school alone.
- ☐ My student has permission to dismiss with the older, authorized student(s) listed below.

List all student names and grade levels:

Student Name:	Student Name:	Student Name:
Grade:	Grade:	Grade:

Acknowledgments: I understand and acknowledge:

1. Once my student self-dismisses or is dismissed to an older authorized student, they are no longer under the supervision of DCPS staff.
2. DCPS staff cannot release my student to a ride-share service (e.g., Uber or Lyft).
3. My student is expected to go directly home or to another designated location after dismissal.
4. If my student's dismissal plan changes by day, my student is responsible for knowing where they are expected to go.
5. This form remains in effect for the current school year unless I revoke permission in writing.
6. Updates to dismissal plans must be shared with the school in writing, either through a new form, email, or an approved communication platform (e.g., Class Dojo, Remind, ParentSquare).
7. If the school has concerns about my student's safety due to their permission to self-dismiss, the school may contact me and revoke self-dismissal.

Parent/Guardian Name: _____

Signature: _____

Date: _____