

# CMCSS REUNIFICATION CARD (SAF-F036)

**Parent/Guardian:** Please complete section 1 of this form. Then go to the *Parent Check-In* area, get in line according to your student's last name and turn in this form. You will need to show your photo ID twice: when you check in and when you are reunited with your student. Thank you for your patience as we work to safely reunite you with your student.

## PARENT/GUARDIAN COMPLETE

1	Name of Student: _____	Grade: _____	Homeroom Teacher Name: _____
	Name of Person Requesting Student: _____		
	Relationship to Student: _____		

## STAFF COMPLETE SECTION 2 & 3 PARENT CHECK-IN AREA

2	<input type="checkbox"/> Is the person requesting the student on the <i>Emergency Card</i> ?    YES    NO
	<input type="checkbox"/> Did you verify Photo ID/Emergency Card?    YES    NO
	<input type="checkbox"/> Direct the person requesting the student to the <i>Family Waiting Area</i> . This is where the reunification will take place.
	<input type="checkbox"/> Staff is to give this form to a "Staff Runner" to retrieve the student.

## FAMILY WAITING AREA

3	<input type="checkbox"/> Get the student from the <i>Student Supervision Area</i> . Remind the teacher to mark them "released" on their student accountability checklist.	
	<input type="checkbox"/> At the <i>Guardian Waiting Area</i> , call out the name of the adult listed in Section 1 on this form who is approved to pick up the student.	
	<input type="checkbox"/> Verify Photo ID again. Have guardian sign below.	
	Signature of person receiving student: _____	
	Staff Signature: _____	Time of Release: _____