

# CCS PICK UP AUTHORIZATION

This form is to be used when....  
A different person than usual is coming to pick up your child  
and/or  
Your child will not be taking the bus home but will be picked up instead

Today's Date: \_\_\_\_\_  
Student Name: \_\_\_\_\_ Date: \_\_\_\_\_



Does the student usually ride the bus BUT is in pick up today?  
Fill out this part.

My child normally takes the \_\_\_\_\_ (district) bus but will  
be in pick up line today.

Pick up person will be \_\_\_\_\_



Always in pick up but someone different is coming today?  
Fill out this part.

Pick up person for today will be \_\_\_\_\_

\*\*\*\*\*If we have never met today's pick up person, please ask him/her to come into the office a few minutes early so that we can check the person's PHOTO ID\*\*\*\*\*

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Contact Phone Number for Today \_\_\_\_\_

Office Use:

Received in office (day & time) \_\_\_\_\_ By \_\_\_\_\_

Written on bus list (if applicable) by \_\_\_\_\_