

<h1>POLICY</h1>	2008	7240
	<b>Students</b>	

**Subject: Student Release Time**

Written requests from the parent or guardian for the release of pupils generally will be honored. The appropriate time and reason for absence shall be recorded on the attendance record, using the procedures mandated by the state.

The building principal shall assume this responsibility or shall designate an individual to review and approve all requests.

In the event that a person requests the release of a student during a school session, the identity of such person shall be verified against a list of names provided by the person in parental relation to the student. Procedures for initiating this list or updating it during the school year will be established by the Superintendent.

A student may not be released to a person who is not on the approved list except in the event of an emergency, as determined by the principal, and only after the person or persons in parental relation to the student have been contacted and have agreed to such release.

It is presumed that either parent of the student has authority to obtain the release of a student unless the School District has been provided with a certified copy of the legally binding instrument such as the court order or decree of divorce, separation, or custody which provides evidence to the contrary.

Commissioner's Regulations 109.2  
Education Law Section 3210

Approved: Board of Education  
October 22, 2003

Approved: Board of Education  
March 26, 2008