



AUTHORIZED ADULT ACCESS TO DROP OFF / PICK UP ITEMS FOR SPECIFIC STUDENT

April 06, 2018
Version 1

Date: _____

Id Number: _____

Student Name: _____

Grade: _____

Authorized Adult Access to Drop Off/Pick Up Items for 2018-19

Beginning 2018-19 all adults, besides parents, who need to enter campus and go to a building office to drop off or pick up an item for a student, must be specifically authorized by the parents through this part of the Matriculation Process and information updated throughout the school year.

Please note that it is expected that authorized adults go directly to and from the building office or administration building to pick up/drop off the desired item and leave campus as soon as their task is completed. Authorized adults are not allowed to walk through the campus to find the student or drop off/pick up an item that is not in the building office or administration building.

In case of the need for an item to be picked up/dropped off by a person not on the Authorized Adult list for my child, I understand that the Security Office at the Main Gate will need to take the item upon written authorization by me, the parent/legal guardian, and the adult will not be allowed on campus.

I, being the parent/legal guardian of the student named above, **voluntarily give my authorization** for the below Authorized Adults to be listed for my student. **ONLY the following adults are authorized to enter school to drop off/pick up items on my behalf:**

LAST NAME	FIRST NAME	ID NUMBER	ID TYPE	RELATIONSHIP

I, being the parent/legal guardian of the student named above, **do not wish to authorize any adults**, beyond parents, at this time.

I understand my authorization is valid for the entire school year and I must inform the school immediately by email (Juan David Vasquez jdvasquez@cng.edu) if there are any changes in this list throughout the school year. (Please allow three business days for the information to be approved and updated).

Name of parent or guardian

Signature of parent or guardian

Mobile number