# MSD: Parent Authorization, Emergency Contacts, and Student Release Procedure

Parents with physical custody and legal guardians with supporting documentation control ordinary access to their children at school so long as the access does not cause undue disruption. Such parents or guardians may specifically authorize another person to access or pick up the student. The authorization must be specific enough for the school to determine who is authorized, the purpose or circumstance for the access, and, when applicable, the date or period of authorization.

Before releasing a student during the school day, the school may require the adult to report to the administrative office, provide positive identification, and provide documentation establishing custodial authority, court authority, warrant authority, or parent/guardian authorization when circumstances warrant it. Release of a student during the school day is separate from access to student education records and must be handled through the school checkout and supervision process.

*Source: MSD Policy 6430, Persons Authorized to Access Students at School, approved 2024.*