

REUNIFICATION FORM

PLEASE FILL OUT WHEN ARRIVAL:

STUDENT NAME _____ STUDENT GRADE _____

NAME OF PERSON PICKING UP STUDENT _____

PHONE # OF PERSON PICKING UP STUDENT _____

RELATIONSHIP TO STUDENT _____

PHOTO ID MATCHES PERSON PICKING UP STUDENT Y OR N

PLEASE FILL OUT WHEN RECEIVING STUDENT:

STUDENT NAME _____ STUDENT GRADE _____

STUDENT BIRTHDAY _____

PARENT/GUARDIAN SIGNATURE _____

SCHOOL PERSONNEL: INITIAL _____ TIME: _____

REUNIFICATION FORM

PLEASE FILL OUT WHEN ARRIVAL:

STUDENT NAME _____ STUDENT GRADE _____

NAME OF PERSON PICKING UP STUDENT _____

PHONE # OF PERSON PICKING UP STUDENT _____

RELATIONSHIP TO STUDENT _____

PHOTO ID MATCHES PERSON PICKING UP STUDENT Y OR N

PLEASE FILL OUT WHEN RECEIVING STUDENT:

STUDENT NAME _____ STUDENT GRADE _____

STUDENT BIRTHDAY _____

PARENT/GUARDIAN SIGNATURE _____

SCHOOL PERSONNEL: INITIAL _____ TIME: _____

REUNIFICATION PROCESS

DIRECTIONS:

1. **PLEASE DO NOT SHOUT AT SCHOOL OR DISTRICT STAFF. WE ARE DOING THE BEST WE CAN TO ENSURE THE SAFETY OF ALL STUDENTS.** Together, we will get through this process as quickly as possible.
2. Please complete the information on the other side of this card.
3. Prepare identification. (If you can not show ID, please step aside until a school personnel can verify your identity.)
4. Select the line based on either the student grade level(s) or last name.
5. After check in, the personnel will hand the card off to another school personnel who will retrieve the student listed on the card. If the student listed has an injury or other concerns, you may be asked to meet with a counselor.
6. Once you are reunified with your student(s), you will be asked to exit through another exit to help keep this process moving as quickly as possible.

REUNIFICATION PROCESS

DIRECTIONS:

7. **PLEASE DO NOT SHOUT AT SCHOOL OR DISTRICT STAFF. WE ARE DOING THE BEST WE CAN TO ENSURE THE SAFETY OF ALL STUDENTS.** Together, we will get through this process as quickly as possible.
8. Please complete the information on the other side of this card.
9. Prepare identification. (If you can not show ID, please step aside until a school personnel can verify your identity.)
10. Select the line based on either the student grade level(s) or last name.
11. After check in, the personnel will hand the card off to another school personnel who will retrieve the student listed on the card. If the student listed has an injury or other concerns, you may be asked to meet with a counselor.
12. Once you are reunified with your student(s), you will be asked to exit through another exit to help keep this process moving as quickly as possible.

STANDARD REUNIFICATION METHOD

Student/Parent Reunification

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Notification

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from from a student may look something like this: *"The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."*

Parent/Guardian Expectations

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

What if a Parent Can't Pick Up Their Student?

When a parent can't immediately go to the reunification site, students will only be release to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

What if the Student Drove to School?

High school students who drive will, in most cases, not be released without completing this reunification process. There may even be instances where a student may not be allowed to remove a vehicle from the parking lot. However, there may be some circumstances that high school student may be released on their own. In those cases, parents will be notified before students are released.

How it Works

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

Reunification Cards

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and should not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on grade level or the first letter of the last name. While in line, parents are asked to fill out a reunification card. In the case of multiple students being reunified, a separate card for each student needs to be completed.

Bring ID to Check In

During check in, identification and custody rights are confirmed. From the "Check In" are parents are directed to the "Reunification" area. There, a runner will take the card and go to the student assembly area to recover the student or students.

Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, pares may be pulled aside for emergency or medical information.