



# River Oaks Elementary ASP 2021-2022

## Authorization/Emergency Form

(submit via email to roecoordinator1@sbcglobal.net)

Only the individuals listed on Part 1 of this form are authorized to make any changes.

Part 1

Student Name \_\_\_\_\_ Grade Level 2021-2022 \_\_\_\_\_ 2021-2022 Homeroom Teacher (OFFICE USE ONLY) \_\_\_\_\_

Parent #1 Name \_\_\_\_\_ Parent #2 Name \_\_\_\_\_

Parent #1 Address (include city and zip code) \_\_\_\_\_ / \_\_\_\_\_ Parent #2 Address (include city and zip code) \_\_\_\_\_

Parent #1 email address \_\_\_\_\_ Parent #2 email address \_\_\_\_\_

Parent #1 Home Phone \_\_\_\_\_ Parent #1 Work Phone \_\_\_\_\_ Parent #1 Cell Phone \_\_\_\_\_

Parent #2 Home Phone \_\_\_\_\_ Parent #2 Work Phone \_\_\_\_\_ Parent #2 Cell Phone# \_\_\_\_\_



Will your child be a Bus Rider when not reporting to the After School Program?  YES  NO

Individuals authorized to pick up my child are:

Part 2

Name \_\_\_\_\_ Work Phone # \_\_\_\_\_ Home Phone# \_\_\_\_\_ Other Phone# \_\_\_\_\_

Name \_\_\_\_\_ Work Phone# \_\_\_\_\_ Home Phone# \_\_\_\_\_ Other Phone# \_\_\_\_\_

Name \_\_\_\_\_ Work Phone# \_\_\_\_\_ Home Phone# \_\_\_\_\_ Other Phone# \_\_\_\_\_

Name \_\_\_\_\_ Work Phone# \_\_\_\_\_ Home Phone# \_\_\_\_\_ Other Phone# \_\_\_\_\_

My child is allergic to the following: \_\_\_\_\_

My child has special medical needs as follows: \_\_\_\_\_

**Please note:**

1. It is important you notify the After School Program **in writing** when you have updated information such as an address change, individuals you authorize to pick up your child, foods your child may be allergic to, etc.
2. If on any given day someone **NOT** listed on the ASP Authorization/Emergency Form needs to pick up your child, the After School Office must receive notification in writing (no later than 11:00AM) from the parent or the responsible individual who registered the student via email: roecoordinator1@sbcglobal.net AND ciasp2@sbcglobal.net
3. Please be aware that any adult listed above picking up your child will be asked to present their official ID. In addition, we will NOT release your child to anyone unless we have it in writing. We will not make any exceptions.