



Excellence in Extended Day Experiences

AUTHORIZATION/EMERGENCY FORM FALL 2019

Only ROE SchoolPay Account Holders are authorized to make changes to this form.

It is required you electronically submit this form to: roecoordinator1@sbcglobal.net

I understand that my registration will be revoked if I fail to electronically submit this form.

Student Name _____ Grade Level 2019-2020 _____ Homeroom Teacher _____

Father's Name _____ Mother's Name _____

Father's Home Phone# _____ Father's Work Phone# _____ Father's Cell Phone# _____

Mother's Home Phone# _____ Mother's Work Phone# _____ Mother's Cell Phone# _____



FOR EARLY DISMISSAL: Will your child be a 3:15 Bus Rider? ☐ YES ☐ NO

Individuals authorized to pick up my child are:

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: _____

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. 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 1:00PM – or 10:30 a.m. on Early Dismissal Days) from the parent or the individual registering the student. You **MUST** notify the After School Office as follows:
 - A. Email this notification to: roecoordinator1@sbcglobal.net
 - B. Fax it to: 713-942-1463 and address the note to the attention of ROE Connections.
 - C. Drop off a note in the ROE Connections box located in the front school office.
 - D. Drop off a note in the ROE Connections office.
3. Please be aware that we will NOT release your child to anyone unless we have it in writing. We will not make any exceptions. **Also: we will not release your child to anyone under the age of 18.**