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

PLEASE FILL THIS OUT AND RETURN TO THE PICK UP STAFF ASAP
(If you submitted this form for Fall Semester and there are no changes, you do not need to resubmit.)

Evolution in Extended Day Experiences
AUTHORIZATION/EMERGENCY FORM SPRING 2020
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

Individually 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.