

VERBAL REQUEST FOR RELEASE OF CHILD

DPW CHAPTERS 3270.117©, 3280.117© and 3290.116©

MECHANICSBURG LEARNING CENTERS

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THIS FORM MUST BE COMPLETED TO DOCUMENT THE VERBAL REQUEST BY A PARENT FOR THE RELEASE OF A CHILD TO A PERSON(S) NOT INDICATED ON THE AGREEMENT

DPW (CHAPTER 3270.123(a)(5), 3270.124(b)(7);3280.123(a)(5), 3280.124(b)(7);3290.123(a)(5),3290.124(b)(7))

NAME OF CHILD _____

DATE _____ TIME _____

NAME OF REQUESTING PARENT _____

TELEPHONE NUMBER FROM WHICH PARENT IS CALLING _____

NAME OF INDIVIDUAL TO WHOM THE CHILD IS TO BE RELEASED _____

NAME OF STAFF PERSON TAKING THE CALL _____

CALL THE ENROLLING PARENT BACK TO CONFIRM THE INFORMATION IF POSSIBLE

CONFIRMING PARENT _____ TIME _____

BE SURE TO ASK FOR IDENTIFICATION WHEN THE INDIVIDUAL ARRIVES TO PICK UP THE CHILD

NAME OF STAFF PERSON RELEASING CHILD _____ DATE _____

SIGNATURE OF PERSON PICKING UP CHILD _____

HAVE REQUESTING PARENT SIGN AT THEIR EARLIEST CONVENIENCE TO CONFIRM ABOVE INFORMATION

PARENT SIGNATURE _____ DATE _____

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REPLACES
DPW Form CY853 – 11/92