



# Authorization for Student Sign-Out

Student's Name \_\_\_\_\_

Date \_\_\_\_\_

The following is a list of authorized people who may pick up the above listed student for an approved homegoing, scheduled break, weekend visit, emergency, social event, or for reasons of expulsion. To keep this information updated, this form ***must be completed each year*** when the student is re-enrolled.

***Please include each parent, step-parent, grandparent, etc.*** who may have an occasion to pick up the student. ***Every time*** this list is updated, ***all*** the information requested must be included on each person listed. Forms from the previous year will ***not*** be used. We must have at least two people listed who do not live at the same address.

This information is just one more way to help Oneida protect students. At the time this student is signed out, OBI may ask for picture identification. Please make everyone who is on this list aware of OBI's procedure to avoid confusion.

I hereby authorize any of the listed names to pick up my child from Oneida Baptist Institute. I understand I will ***not*** be contacted at the time my child is signed out. I also understand that my signature on the "General Permission Form" gives OBI personnel permission to sign out my child with the approval of the Dean of Students.

Parent/Guardian Signature \_\_\_\_\_

1. **Father/Guardian** \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Driver's License # \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail address \_\_\_\_\_

2. **Mother/Guardian** \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Driver's License # \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail address \_\_\_\_\_

3. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Driver's License # \_\_\_\_\_ Phone # \_\_\_\_\_

**Please list additional names and information on the back of this form.**

(over)