



Authorized Pickup Form

2020 – 2021 School Year

The purpose of this form is to authorize individuals other than primary guardians to pick up your children from school. If anyone A) picks up your children regularly or B) may pick up your children at some point during the school year (family friend, emergency pickup, no-bus days, etc.), please list them on this form **and update their information in Sycamore**. Anyone attempting to pick up your children whose name is not on this list and in Sycamore will be asked for identification and sent to the school office for verification before children are released to them.

Student(s)' First Name(s)	Family Last Name

1) The following individuals are authorized to pick up my children (list full first and last name as it appears on their state ID)

- A) _____ B) _____
- C) _____ D) _____
- E) _____ F) _____

2) Logon to Sycamore and add the individuals listed above as authorized to pick up your children (instructions below).

- A) Login to Sycamore
- B) Click 'My Family' on the left
- C) Click 'Contacts' under 'My Family' on the left
- D) Click 'New Contact' (blue square button at top right)
- E) Add first & last name, phone number, & relationship to the student in the corresponding fields
- F) Check the 'Authorized Pickup' check box at the bottom left of the page. You can also check the box designating them an emergency contact at this time (if desired)
- G) Click 'Add' at the bottom
- H) Ensure everyone authorized to pick up your children is listed and checked as an 'authorized pickup person' (yellow diamond symbol)

3) Check the box, sign, and date below to certify that you have completed all steps.



I certify that I have completed #1 and #2 above and that all of the individuals authorized to pick up my children are **entered into Sycamore** and designated 'authorized pickup'.

Parent Signature	Date