



Picking Up a Student during School Hours

When you need to pick up your student early from school, please be aware of the following procedures:

- Current government-issued ID is required by everyone signing a student out.
- Students are signed out in person from the main office. Please have ID ready to show office staff.
- If anyone other than a parent or legal guardian will pick-up, the guardian must contact the attendance office in advance with the name of the person signing student out. If someone other than the parent or legal guardian will pick-up on a regular basis throughout the school year, the guardian can complete the "Approved Release" form on page two of this guide and turn it in to the attendance office. Anyone named in the form can pick-up the designated student throughout the school year. Approved Release authorization can be rescinded anytime by the parent/legal guardian.
- You may call in advance to have your student waiting for you when you arrive. Please call the attendance office at 775-677-5499 with the time and reason your student needs to leave. (Please allow enough time for us to send for your student. Sometimes it takes longer to reach a student during lunch, passing period, some PE classes, etc.)



NORTH VALLEYS HIGH SCHOOL

LEARNING TODAY FOR TOMORROW

Tomas Macaluso, Principal
Mathew Biggins, Assistant Principal
Ignacio Chavez, Assistant Principal
Lisa Love, Assistant Principal
Michelle Williams, Assistant Principal

APPROVED RELEASE

STUDENT NAME: _____

I, _____, parent/legal guardian* of the above-referenced
print first & last name

student, authorize NVHS to release my student to _____
print name(s) of responsible person(s)

for the remainder of the current school year (based on date signed below). I understand it is my responsibility to inform any authorized person signing my student out that they will be required to show valid ID at the office. **A new Approved Release form must be completed each school year.**

Parent/Guardian Signature

Date
(valid only for current school year)

Parent/Guardian Phone #

*A legal guardian must have documentation on file with NVHS identifying their court-ordered guardianship to pick up a student, authorize release to another person or to be designated a guardian in Infinite Campus.

FOR NVHS OFFICE USE ONLY:

VERIFIED/INPUT BY:

DATE: