



San Marcos Academy
2023-2024 Pick-up/Check-out Authorization Form

Parents/Guardians:

To insure the safety of your child, complete the following form regarding who is able to checkout and pick up your student(s) at SMA. Please complete one form per family.

List the student(s) name(s):

Last Name, First Name	Grade	Last Name, First Name	Grade
Last Name, First Name	Grade	Last Name, First Name	Grade

List individually all people with permission to pick up/checkout your child. Specify relationship to the child (i.e. grandparents, housekeeper, friend, include parents/guardians).

Name (First and Last)	Relationship	Phone

If your child is going to be picked up by anyone not listed above, including parents/guardians of other SMA students, you must notify the school office.

Parent/Guardian Printed Name	Parent/Guardian Signature	Date
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