



PRIMARY SCHOOL & ELEMENTARY SCHOOL  
**PERMANENT GATE PASS  
CONTRACT/AUTHORIZATION**

September 7, 2012  
Version 4

**PRIMARY SCHOOL / ELEMENTARY SCHOOL PERMANENT GATE PASS  
CONTRACT/AUTHORIZATION  
FOR THE 2014-2015 SCHOOL YEAR**

A Permanent Gate Pass authorizes the student to leave school after the regular school day is over (2:15 PM for Primary and 3:30 PM for Elementary), **with persons other than their parents**. By default, the electronic access control system will allow children to leave with their parents, as long as the parents have previously registered their fingerprints.

Parents MUST authorize the other persons who will be allowed to pick up their children. To do so, please enter the names and information requested in the table below. **It is the Parent's responsibility to inform the school immediately and in writing, whenever there are changes in the list of authorized persons, particularly in the case of an authorization that must be revoked.**

Date: \_\_\_\_\_ Family Code: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade (SY 2014-2015): \_\_\_\_\_

My son/daughter named above, is authorized to leave school with one of the following persons:

Last Name	First Name	ID Number	ID Type	Relationship

I understand that I must inform the school immediately and in writing if there are any changes in this list for the school to remove/add names to this list.

**My child leaves school every day by the school gate.**

**My child leaves school typically by the school bus, so these names are the people authorized in the case of a daily gate pass being issued.**

**I accept this contract:**

\_\_\_\_\_  
**Full Name of Parent or Guardian (print)**

\_\_\_\_\_  
**Parent or Guardian Signature**

\_\_\_\_\_  
**Cellular Phone Number**

