

Montgomery County Public Schools
Rockville, Maryland

Parent/Child Reunification (PCR) Authorization for Release of Student

Student Name: _____ Date of Birth: _____ Grade: _____
(please print)

I certify that I am the custodial parent/legal guardian of the above named student, and I grant permission for my child to be released to any of the following individuals in the event of an emergency/crisis that requires the school to release the students using parent/child reunification protocols at my child's school. **(Each section must be completed.)**

My child may be released to the following individuals: (Additional names may be included on a separate piece of paper. If additional names are attached, parent/guardian must initial here _____.)

Name: _____ Relationship to child: _____

Address: _____ Phone: _____

Name: _____ Relationship to child: _____

Address: _____ Phone: _____

Name: _____ Relationship to child: _____

Address: _____ Phone: _____

Parent/Guardian Information:

Parent/Guardian Name: _____ Work Phone: _____

Home Phone: _____ Cell Phone: _____

Parent/Guardian Name: _____ Work Phone: _____

Home Phone: _____ Cell Phone: _____

Child's after-school daycare provider: _____ Phone: _____

I understand that my child will be released only to those listed on this form. This form is for PCR use only; no other use is intended or authorized. If this form is not completed and returned to my child's assigned school, MCPS staff may refer to the Emergency Information Card, Form 565-1. I will contact the school if this information changes during the school year.

Parent/Guardian Signature

Date

Please return this form to school if you have not already done so.

PARENTS EXPECTATIONS

- Encourage parents/guardians not to initially respond to the school during a crisis in order for the school to assess the situation and activate the school's emergency/crisis plan.
- Locations of reunification sites (both on and off campus) are subject to change, depending on the nature of the emergency. At FMS, enter by the door under the canopy.
- Parents will be notified via e-mail, MCPS web site, schoolsout.com, or local media.
- Proper identification is required at the site.

PARENT/CHILD REUNIFICATION

Definition: An orderly and efficient process of re-uniting children with their parents/guardians after an emergency/crisis.

Procedure: Post signage with instructions that direct parents through the reunification process.

- Assemble an organized parent/guardian receiving team to receive and direct parents/guardians when they arrive. Consideration should be given to setting up parent/guardian check-in tables that are arranged in an alphabetical sequence.
- Assign staff to ask for proper identification in order to verify that the individual is authorized to pick up the identified student (s). Any discrepancies immediately should be brought to the attention of the administrator/incident commander before the student is released.
- Assign staff to monitor and remind parents/guardians not to go to the classroom during the reunification process. This could cause additional anxiety to other students and disrupt the orderly process of reunification.
- Assign staff to retrieve students from their classrooms and escort the students to the reunification site to meet the parents/guardians.
- Assign OSET members and/or other staff to supervise the reunification site.
- Inform parents not to park in the main access to the school and fire lanes; these areas need to be accessible at all times to allow for a public safety emergency response.
- Encourage parents to not initially call or respond to the school during an emergency/crisis. This will allow time for the administrator/incident commander to quickly assess the situation and activate the school's emergency/crisis plan. Parents/guardians could be informed of the situation with updates via the school's emergency communication/notification process including web site, e-mail and media.