



# Texas Tech University Outdoor School

## Student Pick-up Form



In order to provide optimal security for all students, we require the following form to be completed in the case parents or approved adults will pickup a student who is participating in The Outdoor School. Thank you for your cooperation in following our safety procedures.

PICKUP AND RETURN CHECK-INS ARE MADE IN THE TEXAS TECH ADMINISTRATIVE BUILDING

1. Parents or approved adults full name (please print)  
\_\_\_\_\_
2. Drivers License # \_\_\_\_\_ State Issued \_\_\_\_\_
3. Students Name \_\_\_\_\_
4. Sign Out Time \_\_\_\_\_ AM/PM
5. Anticipated time of return \_\_\_\_\_ AM/PM Date \_\_\_\_\_
6. Classroom Teacher \_\_\_\_\_ School \_\_\_\_\_
7. Reason for leaving campus \_\_\_\_\_

- Except in cases of emergency, prior notice signed by the parent and principal should be provided upon class arrival at The Outdoor School.
- Additionally, the student's classroom teacher should communicate this information to The Outdoor School Instructor(s).

*Outdoor School approximate mealtimes: Breakfast: 8:00, Lunch: 12:30, Dinner: 5:30. Please ensure that you feed students if they have missed a meal while they were away from the Outdoor School.*

**Parent's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**PRINCIPAL'S Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Day 1 Parent Signature</b> _____	<b>Date</b> _____	<b>Time</b> _____	<b>Staff Initial</b> _____
<b>Day 2 Parent Signature</b> _____	<b>Date</b> _____	<b>Time</b> _____	<b>Staff Initial</b> _____
<b>Day 3 Parent Signature</b> _____	<b>Date</b> _____	<b>Time</b> _____	<b>Staff Initial</b> _____
<b>Day 4 Parent Signature</b> _____	<b>Date</b> _____	<b>Time</b> _____	<b>Staff Initial</b> _____