



## Southmoore Instrument Arts Program Early Release Form 2023

The band directors understand that safety and security of our students simply cannot be compromised under any situation. We also understand that many band events are scheduled throughout the year and there are occasionally conflicts that occur with family functions or other school organizations that may be resolved through departure with family from limited band events. To create a safe means of early release of students this form has been created. Please read all regulations and sign below.

**The event must be eligible for early release to use this form. Events occurring in the Oklahoma City metro area (i.e. Moore High School, Norman, Edmond, Mustang, etc.) are generally not eligible for Early release.**

**Tulsa area events and further (i.e. Broken Arrow, OBA Contest) are usually eligible.**

**This form will not be used for the Indy trip. That event is a special case and any arrangements for leaving early must be communicated and approved through Mr. Mewhorter at least a week prior to departure.**

### **Procedure**

1. Student turns in this form at least 48 hours prior to the band event to Mr. Mewhorter.
2. Mr. Mewhorter will accept or decline the request and notify the parent and/or student.
3. If accepted, Mr. Mewhorter will distribute the form to our bus chaperone coordinator, Mrs. Cash or Mrs. Lunsford. The immediate family member must locate our bus chaperone coordinator to sign the form at the band event to secure the release of the student.
4. **Please note, this form is not simply an "I do not want to ride the bus home" form. This form is created to help families perhaps staying in town or departing somewhere other than home. Misuse of the form will eventually result in students being required to ride bus transportation to and from all events regardless of the circumstances.**

### **Guidelines**

1. This form must be signed and approved at least 48 hours prior to any event.
2. The early release may only be requested by a legal guardian of the student. The student will only be released to a legal guardian or adult upon prior approval of a legal guardian. Mr. Mewhorter or the band representative may ask for legal identification before releasing the student.
3. The student will not be released until the designated adult has signed out the student at the band event. It is understood that our bus chaperones may not always be easily available to locate prior to our release, especially at a contest, and therefore the immediate family member may have to meet them at the bus prior to the band's departure to sign this form and secure the release of the student.
4. Students are not excused from a performance due to early release.
5. Approval or rejection of an early release from band activities is a decided upon by the Mr. Mewhorter.
6. Early release is only available at select events.
7. The legal guardian assumes all responsibility for supervision of this student immediately upon the release of the student from the band.

### **Request**

Name of Band Student: \_\_\_\_\_ Requested Band Event: \_\_\_\_\_

Date and requested time of early release: \_\_\_\_\_

Name of the adult in which to release the student: \_\_\_\_\_

Briefly explain why the early release is necessary: \_\_\_\_\_

### **Signatures**

\_\_\_\_\_  
Date: \_\_\_\_\_  
Signature of the LEGAL GUARDIAN making the request

\_\_\_\_\_  
Date: \_\_\_\_\_  
Mr. Mewhorter Signature (if approved)

### **Student Sign-Out (to be completed at the event)**

\_\_\_\_\_  
Time: \_\_\_\_\_  
Signature of the designated adult

\_\_\_\_\_  
Time: \_\_\_\_\_  
Mr. Mewhorter or Bus Chaperone Signature  
Student Bus Number: \_\_\_\_\_