

VERBAL REQUEST FOR RELEASE OF CHILD

55 PA CODE CHAPTERS 3270.117(c), 3280.117(c), AND 3290.116(c)

THIS FORM MUST BE COMPLETED TO DOCUMENT THE VERBAL REQUEST BY A PARENT FOR THE
RELEASE OF A CHILD TO A PERSON(S) NOT INDICATED ON THE AGREEMENT
(CHAPTERS 3270.123(a)(5), 3270.124(b)(7); 3280.123(a)(5), 3280.124(b)(7); 3290.123(a)(5), 3290.124(b)(7).)

NAME OF CHILD		DATE	TIME
NAME OF REQUESTING PARENT			
TELEPHONE NUMBER FROM WHICH PARENT IS CALLING			
NAME OF INDIVIDUAL TO WHOM THE CHILD IS TO BE RELEASED		RELATIONSHIP TO CHILD	
NAME OF STAFF PERSON TAKING THE CALL		TITLE	

CALL THE ENROLLING PARENT BACK TO CONFIRM THE INFORMATION IF POSSIBLE

CONFIRMING PARENT	DATE
SIGNATURE AND TITLE OF STAFF PERSON CONFIRMING INFORMATION	TIME

BE SURE TO ASK FOR IDENTIFICATION WHEN THE INDIVIDUAL ARRIVES TO PICK UP THE CHILD

SIGNATURE AND TITLE OF STAFF PERSON RELEASING CHILD	DATE
PRINTED NAME OF PERSON TO WHOM CHILD IS BEING RELEASED	DATE
SIGNATURE OF PERSON TO WHOM CHILD IS BEING RELEASED	DATE

PARENT SIGNATURE	DATE
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