



**2023/2024 School Year  
Personal Alternate Record List – Parent’s Use**

**PLEASE KEEP THIS RECORD AT HOME OR OFFICE FOR QUICK ACCESS AND REFERENCE**

In the event of an emergency/disaster, the school will only release students directly into the custody of the parents OR responsible individuals the parents have previously designated on the Student Release form. These individuals are referred to as the alternate who will care for the child(ren) and have been pre-authorized by the parents/guardians. Alternates must give their permission and understand that they must try to proceed to the school(s) and collect the students for whom they have accepted responsibility.  
**SUGGESTION:** Choose family members and friends of your child’s family. The more Alternates, the shorter time your child is likely to stay at the school. Alternates should live within walking distance of the school and be 19+ years old. If possible, list 2 household adults.

**ALTERNATES RESPONSIBLE FOR MY CHILDREN:**

NAME(S)	ADDRESS	*PHONE NUMBERS (604)

\* If possible, add cell phone numbers

**I HAVE CONSENTED TO BE AN ALTERNATE FOR THESE FAMILIES:**

FAMILY NAME	CHILD’S FIRST NAME	ADDRESS	*PHONE NUMBERS(604)

\* If possible, add cell phone numbers

**REMEMBER:**

- DO NOT PHONE** the school in an emergency/disaster. Listen to the radio for information.
- CHECK YOUR HOME 1<sup>ST</sup>**, before going to the school, to ensure it is safe to return to with children.
- WALK, DO NOT DRIVE** to the school in the event of an earthquake. Streets must be kept open for emergency response vehicles.
- TAKE** personal identification (ID) when going to the school to pick up students.

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