

## **Student Dismissal Precautions**

1. The enrollment records of the district will include information regarding the marital status of a student's parents. Such status will be reviewed each year. The parents will be informed that this information is requested solely to protect their rights as parents/guardians.
2. If a student's parents are divorced or legally separated, district personnel will request a copy of the legal document pertaining to child custody. If the custody decree is from a state other than Colorado, the decree must indicate that it has been filed with the clerk of any district court of Colorado.
3. The school secretary will keep a card file easily accessible to the principal to flag the files of students whose parents are divorced or legally separated to have other special custody arrangements.
4. If a person whom the principal does not recognize appears at school requesting the early dismissal of a student, the principal will ask for identification such as driver's license.

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