

**DR. MARTIN LUTHER KING, JR. MIDDLE SCHOOL**

**EMERGENCY SIGN OUT INSTRUCTIONS**

- STATION 1**      **Complete the Emergency Sign Out Form below. Have your ID ready to present. Proceed to Station 2**
- STATION 2**      **Present your completed Emergency Sign Out Form and your ID at the appropriate table, according to the student's last name. Once the student's release is authorized, proceed to Station 3.**
- STATION 3**      **Parent Waiting and Reunification Area. When your student arrives, his/her name will be announced and you will be united with your student. Proceed to Station 4.**
- STATION 4**      **Exit through the West Cafeteria door (nearest the kitchen).**
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**EMERGENCY SIGN OUT FORM**

**ID is required for sign out**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Printed name of person picking up student

\_\_\_\_\_  
Signature of person picking up student

\_\_\_\_\_  
Relationship to student

**OFFICE USE ONLY:**

Authorized \_\_\_\_\_  
Station 2

**For outdoor reunification:**

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Location

Date: