

## Authorized Student Pick Up

---

ST. JOSEPH ACADEMY  
(SJA)

Department:	School
Number:	850.20
Effective Date:	4/18/2024
Review Date:	4/18/2024
Revised Date:	4/18/2024
Page:	1 of 1

---

This policy is in in regard to adults who are authorized to pick up their child(ren) from St. Joseph Academy (SJA).

Parent guardian are asked to register their child(ren) on an annual basis. Adults should be listed on the authorized pick up form who are allowed to have access to their child(ren). At any point in the school year, a pick up person may be amended; however, if parental access changes or in situations where there are custody issues and or allegations of abuse or neglect, the appropriate authorities may also be involved. Additionally, a court document will need to be provided in order to add or delete a parent/guardian from SJA's student information system. SJA does not takes sides or a position in custodial or domestic situations.

Approved by: \_\_\_\_\_



President/ CEO

Date \_\_\_\_\_

4/18/24