

**LINCOLN ROOSEVELT SCHOOL**  
**Student Custody/Release Issues**

If any circumstance exists where there is an issue with the custody or release of a child, please contact the main office to make the school aware of the situation. In addition, parents/guardians must provide the school with a copy of the court order so that the school can adhere to the court's decisions. A verbal notice, alone, is not sufficient.

If the situation warrants the school to be notified, please be sure that the official court documents are currently valid. The court papers must clearly state the court's intention and not be ambiguous in any way. The school's goal is to make sure that all information regarding custody/release issues is accurate and up-to-date to ensure all parties are treated fairly.

Thank you for your anticipated cooperation in this matter in order to keep our students safe.