

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

If any situation exists where there is an issue with the custody or release of a child, please contact the office and make us aware of the situation. In addition, you must provide us with a copy of the court order that indicates the individual who is not to have contact with the child. A verbal notice, alone, is not satisfactory.

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. Our goal is to make sure that all of our 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.