

Rose Marie Academy

Authorized Names for Student Pick-Up

Dear Parents,

Please list below the authorized persons who will be picking up your children. We will issue permanent Rose Marie Academy passes for them. We request the passes be worn in a conspicuous manner on the school grounds. We will require two one-inch by one-inch size photos and a copy of proper identification, e.g. Thai Identity Card (ID), driver's license, cover page of passport. Please return the list below with our application to the Admissions Office.

Student Name: _____

No.	Name	Relation to Child	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			

In the event there is a change to this authorized list or if you need to inform us quickly of any change or problem about picking up your child, please inform the Administration Office as soon as possible. We will inform the staff concerned as we are anxious to ensure the safety of your children while they are in our care.

Sincerely yours,



Rose Marie Wanchupela
Executive Director

RMA:cv/Admission Checklist/Authorized Names for Student Pick-Up/August 18, 2016