**Section 830.110 Release of Students to Authorized Individuals**

a) The State School will not authorize one of its students to leave campus with an individual(s) other than the student's parents or staff or a student of the State School unless:

1) the State School has on file a written statement signed by the student's parents granting permission for the individual(s) in question to take their child off campus, or

2) the student's parents have telephoned appropriate staff to grant permission for the individual(s) in question to take their child off campus. Staff receiving such a call must submit a written memorandum with all pertinent information (i.e., date, time, student's name, name and contact information of person being given permission to take the student, length of time the student will be away, where the student will be) to the superintendent/designee for approval before the student may leave campus.

b) Persons not known to the State School staff shall be required to provide a driver's license (with photo) or photo identification card issued by the Illinois Secretary of State to establish their identity prior to a child's release to them.

c) This policy does not limit students, with the approval of the State School, from leaving campus individually or in groups to participate in off-campus activities.

(Source: Amended at 23 Ill. Reg. 10220, effective August 10, 1999)