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December 17, 2024

**Dear Parents and Guardians,**

We would like to remind you of an important Hillsborough County policy regarding student pick-up procedures to ensure the safety of all students. Beginning **January 6, 2025**, we will be strictly enforcing the following policy:

1. **Students will ONLY be released to individuals listed on their Emergency Card.**
  - If you would like to add or remove names on your child's Emergency Card, only the parent or guardian who originally signed the card may do so. Changes must be made **in person** at the school office.
2. **A valid photo ID must be presented** by anyone picking up a student to confirm their identity.
3. It is the responsibility of the parent or guardian who signed the Emergency Card to ensure the information is accurate and up to date. If there are individuals you no longer want to pick up your child, it is your responsibility to remove their names from the Emergency Card.

Please understand that this is a **Hillsborough County policy** and is designed to prioritize the safety of your children. We appreciate your cooperation in helping us enforce this required action.

If you have any questions or need to make updates to your child's Emergency Card, please visit the school office during regular hours. Thank you for your attention to this matter and for partnering with us to keep our students safe.

Sincerely,

Teresa Bode  
Principal  
Chiaromonte Elementary School