Departure/Return Log

Participant Name: _____ Participant # _____

Legal Guardian(s):

Name: _____ Name: _____

- ♦ During intake, staff should copy a picture identification(s) of the legal guardian(s) and attach that to this page.
- ♦ The intake transporter should be the first entry.
- ♦ Whenever someone arrives to pick up a participant, staff should verify that the person is the legal guardian/custodian or has permission to transport the participant.
- ♦ Staff should complete the date and time out information.
- ♦ Have the transporter sign as the departure person.
- ♦ Staff should indicate a "1" or "2" to document which verification occurred.
- ♦ Staff should initial that these steps have occurred (next to the 1 or 2).
- ♦ Upon return staff should indicate the time of return.
- ♦ Have the transporter sign as the return person.
- ♦ The last entry should be at disposition from the program then this log should be placed in the participant file.

DATE	TIME OUT	DEPARTURE PERSON NAME		STAFF INITIAL/ VERIFICATION 1-personally known 2-picture ID	TIME BACK	RETURN PERSON SIGNATURE
		PRINT	SIGNATURE			

DATE	TIME OUT	DEPARTURE PERSON NAME		STAFF INITIAL/ VERIFICATION 1-personally known 2-picture ID	TIME BACK	RETURN PERSON SIGNATURE
		PRINT	SIGNATURE			