



FREE FIELD GUIDE

The school-day handoff

A practical, privacy-aware conversation after leaving an unsafe situation.

Share what helps — not your whole story

A teacher or school contact may need a safe pickup plan and ways to support your child. They do not need every detail of your experience. Before sharing, ask who will see the information and how it will be stored.

Start with the right person

Ask for a private call with the school counselor, principal, or designated safety contact. If a court order affects pickup or contact, ask how the school records and follows it; provide documents through the school's approved process. Do not assume staff know the plan.

A message you can adapt

"Our family has had a significant change, and I would like a private conversation about my child's school-day support and pickup arrangements. Please tell me who should receive this information, how it is kept confidential, and the quickest way to update the plan."

Five points to confirm together

1. Approved pickup people and the school's verification process.
2. Who to call if an unexpected person arrives.
3. Whether your child needs a quiet check-in or break option.
4. Who can see notes about your family situation.
5. When the plan will be reviewed or updated.

Educational peer support, not legal, medical, or mental-health advice. Adapt these ideas to your safety and your child's needs. For immediate danger, call local emergency services. In the U.S., The Hotline: 800-799-7233 or text START to 88788; 988 provides mental-health crisis support.



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Your handoff card

Fill this in only if keeping a copy is safe for you.

School contact and direct number:

Approved pickup people / current school record:

Person the school should contact first:

One support that helps my child during the day:

Before you leave the meeting

Ask the school contact to repeat the next steps back to you. Note the date, name, and agreed follow-up. If the plan changes, send an updated message through the school's approved channel and ask for confirmation.

For an individualized plan, see thehotline.org/resources/after-you-leave/ and thehotline.org/resources/safety-planning-with-children/.

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