



SECURITY CARD SYSTEM PARENTS AGREEMENT

Dear Parents,

As part of the school's aim to ensure maximum student safety and efficient school management, families also will receive a free Card per mother & per father (Parent Cards) once a student is enrolled. Parents will be able to collect the Cards at the Administration Office.

Additional or replacement cards can be obtained at a cost of 200,000 VND per Card.

To request for your Parent cards, please return this form and **one passport sized photograph** of each adult referenced to the Administration Office. Card processing time is 05 working days.

If you prefer to send the form to us via email, please send it to: primary@westlink.edu.vn (for Primary) and secondary@westlink.edu.vn (for Secondary)

➤ Please write the name of the relevant family member on the name of the photograph.

Child 1 full name: _____ **Grade:** _____

Child 2 full name: _____ **Grade:** _____

Child 3 full name: _____ **Grade:** _____

Parent Card #1

Full name of Parent _____ **Relationship to Student:** _____

Parent Card #2

Full name of Parent #2: _____ **Relationship to Student:** _____

I, the undersigned, understand that:

- ✓ During drop-off and pick-up times, parents can use their Security Card to deliver and collect child(ren) in the school lobby.
- ✓ During school hours, if parents enter the school, they will be required to present and scan a School Parent Security Card at a security gate so that security guards can register and process the entry.
- ✓ Transfer of use of any School Security Card to another person is not permissible.
- ✓ If a card is lost, parents and students must immediately notify the school's administration staff to deactivate the lost card and follow procedures for re-issuing a new card according to school regulations.
- ✓ I will be responsible for my behavior when using Security Cards because I know these rules are to keep my child safe.

Date: _____

Parent Name: _____ **Parent Signature:** _____