

Non-routine Dismissal Information Form

Dear _____,
(Homeroom Teacher's Name)

Today, _____, my child, _____
(Date) (Name)

will **not** ride bus # _____ will _____ **not** be a car rider
(Circle One)

My child will _____
(Describe the dismissal procedure for the day)

Parent/Guardian Signature: _____

Please send a note similar to this form to the homeroom teacher when dismissal options change from the one listed on the emergency card. *This must be done each and every time there is a change.* Students are dismissed according to the arrangements made and noted on their emergency card unless the offices are notified otherwise. Children cannot tell someone they are to go home a different way. Parents must communicate the change.

Teachers send dismissal change notes to the office for review. ***Each child in a family should have his/her own note.*** Teachers do not have the ability to copy notes or give them to other staff members. The notes are returned to the homeroom teacher and used at dismissal time.

Phone calls to the office to arrange for alternative transportation and/or early dismissal should only be for emergencies. While we do try to ensure that everyone knows of changes, notes provided during the day may go unnoticed on a desk, mail may not be collected near the end of the day, and class interruptions are not kept to a minimum.

*This form is optional; a handwritten note containing the same information will suffice.
This form serves as an example to clarify what information is needed.*