

DISMISSAL CHANGES AND APPOINTMENT NOTIFICATION FORM

Please fill out this form each time there is a change in your child's daily or weekly dismissal routine. Complete the required information and send it to school with your child.

***Please use this form instead of emailing the teacher or office. Thank You!**

***Please note that students are not permitted to switch busses to go home with another student.**

Student Name: _____

Homeroom Teacher: _____ Grade: _____

Date change occurs: _____ Specific Day (s): **M T W TH F** or **Whole School Year**

My child will be... (Please check one)

1. **Picked up in Lobby before 2:20** Time: _____ Reason: _____

Picked up by: _____ Relationship to Student: _____

***Any person picking up students may be asked to provide photo ID.**

2. **Going to car pick-up: (Parent must have a registered car tag)**

Picked up by: _____ Relationship to Student: _____

3. **Taking bus home (Only fill out if this is not their everyday normal routine)** Bus# _____

*If your child will be going **ALL YEAR** to another location other than their home (such as a sitter or grandparent), please use the "Alternative Bus Form".

4. **Going to the "Right at School" program at Millridge**

5. **Getting picked up by after-care: (Please circle one)**

Kiddie Co., Carnival, Step by Step, KinderCare, Play Academy, Goddard School, Premier Kids Academy

6. **Walking to Child Care/Home/Other: _____ (Please circle one)**

Additional Comments: _____

Signature of Parent/Guardian: _____ Relationship: _____

Office approval/date: _____