

Change to Dismissal – Note to School

DATE: _____

STUDENT NAME: _____

GRADE: _____

is late due to _____

is returning to school after an absence of _____ days due to _____

requests homework for an absent child be ready for pickup at 3 PM

requests a temporary change to dismissal plan:
Please specify the date for this change: _____
Please use one form per day

My child will be:

Picked up by _____ at _____
NAME TIME

If this is an early dismissal, please provide a reason:

Attending the After School Program

Riding the Bus

Other Matters (PLEASE DESCRIBE)

PARENT / GUARDIAN SIGNATURE

TELEPHONE NUMBER

NOTE: Please resubmit a new Student Permanent Dismissal Plan, if you need to make a permanent change to your student's dismissal plans for any reason, including club participation. This form should only be used for short-term changes in dismissal and must be turned in to the office no later than 9 AM on the day the change takes place.

Revised: 9/2015

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