

## 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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