

# Attention, Parents.

In an effort to improve our parent pick-up process, please read the following information and return the requested forms. Your cooperation and understanding are greatly appreciated as we improve both the process and safety of our dismissal for your child.

- This year we will once again use this process for dismissing students who are being picked-up.
- All students who are **regularly** picked up will be assigned a number. (NOTE: more than one student in the family will all have the same number)
- Follow the attached traffic pattern.
- Parents picking up their children will display their child's number in their car window so staff members on duty are able to easily see it.
- Staff will call out the displayed numbers for students to exit the building and be picked-up.
- Any student who is not regularly picked-up will continue with bringing a note to school and the teacher on duty will be notified.



Office use only:

Parents,

In an effort to ensure the safety of your child, please complete this form and return it to the school. Your child will only be released to the individuals you list on this form. If for any reason, an individual not listed on this form has to pick up your child, please send a note in with your child indicating that you give your permission for your child to be transported by this person. You may also call the school and provide us with the information as it changes.

Student's Name: \_\_\_\_\_

Sibling(s) Name(s): \_\_\_\_\_

Grade(s): \_\_\_\_\_ Teacher(s): \_\_\_\_\_

Individuals authorized to pick up your child:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

***Upon receipt of this form, a number will be assigned to your student and copies will be provided to parents.***