



## Clintonville Elementary School

### Change in Dismissal Plan

Dear Parent/Guardian,

If you need to make a change in your child's dismissal plan, please complete this form and send it in with your child in his/her "Daily Folder." If there is an emergency change during the school day, please fax this completed form to (203)-239-4009 or call the office at (203)-239-5865. DO NOT e-mail changes to anyone or leave a telephone message for teachers regarding a change in plan for your child's dismissal.

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Teacher: \_\_\_\_\_

\_\_\_\_\_ Student will be a parent pick-up today. The name of the person picking up is (print) \_\_\_\_\_.

\_\_\_\_\_ Student will take the \_\_\_\_\_ (color) bus home today.

\_\_\_\_\_ Student will be an early pick-up today at: \_\_\_\_\_ (specify time).

Reminder: All early office pick up MUST be completed by 2:30. For security reasons there will be no office pick-ups beyond 2:30. If you arrive late for early pick-up, your child will be transferred to the regular pick-up line and you will be directed to the parent pick-up line.

Parent Signature: \_\_\_\_\_

Additional copies are located in the lobby in the information center or you can print a form from the school website.

