

IMPORTANT

TRANSPORTATION CHANGE PROCEDURE

****TRANSPORTATION CHANGES WILL NOT BE TAKEN OVER THE PHONE****

We ask for the safety of your child(ren) and to reduce confusion in the classroom, transportation remains consistent throughout the school year. If a change needs to be made, please send a note in your child's notebook with specific directions as to how they need to go home and how long the change will occur including dates. ***If you are changing your child to a car rider you MUST include the name of the person picking up your student.*** Anyone picking up a child through the car rider line **MUST HAVE A CAR TAG**. If you do not have a car tag, we will be happy to provide you with one in the office after verification of identity. If an emergency occurs after school begins and transportation needs to be changed during the school day, the procedure below **MUST** be followed.

Fax or email a note with a copy of your photo I.D. including the required information listed above to the school **by 2:00**. ***Only parents or legal guardians listed on the yellow card will be allowed to make emergency transportation changes.*** If you have a smart phone you can take a picture of your photo I.D. and attach it to an email. The email address must match the address listed on your emergency yellow card. If you have not received a response by 2:00, please call the school. If faxing please call and verify receipt of your fax. For your convenience we are providing information cards below for you to remove and leave in your wallet.

Thank you for your cooperation.

Email change by 2:00 to all 3 people listed below:

michelle.mckinley@douglas.k12.ga.us

rachael.findley@douglas.k12.ga.us

jody.mortenson@douglas.k12.ga.us

If we do not respond to your email by 2:00, please call the school.

Fax by 2:00 – 770-920-4282 (call to verify receipt)

Phone – 770-651-4900

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