

Ridge Road Elementary School

Change In Dismissal Plan

Dear Parent,

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)407-1816 or call the office at (203) 248-4050. Please DO NOT e-mail changes to anyone or leave telephone messages 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 pickup today at: _____ (specify time).

Reminder: All early office pick-ups 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 go through the bus ramp for pick-up.

Parent Signature: _____