

IMPORTANT

TRANSPORTATION CHANGE PROCEDURE

We ask for the safety of your child(ren) and to reduce confusion in the classroom that transportation remains consistent throughout the school year. If a change does need to be made please send a note in your child's notebook with specific directions as to how they need to go home, how long the change will occur with dates. If an emergency occurs after school begins and transportation needs to be changed during the school day, the procedure below MUST be followed.

You must fax or email a note with a copy of your photo I.D. 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. If faxing you must call and verify receipt of your fax. If emailing, we will respond to you. If we do not respond, please call the school. For your convenience we are providing information cards below for you to remove and leave in your wallet.

Thank you for your cooperation as we strive to keep your child safe.

Please sign, detach and return this portion to school.

Child's name:

Your signature:

Email change by 2:00 to the following people:

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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