

**COEBOURN ELEMENTARY SCHOOL
DISMISSAL COMMUNICATION FORM**

Please use this form to notify the school of any changes to your child's regular dismissal procedure. Please send the form in with your child the morning the change is to occur. Calling in changes to the office by phone should only be done in emergency situations.

Student's Name: _____ *Date:* _____

Homeroom Teacher: _____

Parent / Guardian Name: _____

Normal Routine

- ___ Bus #
- ___ Walker
- ___ Car Rider
- ___ Family Support Services
- ___ Today's Child
- ___ Kinder Care
- ___ Other _____

Change

- ___ Early Dismissal - Time _____ Reason _____ Picked up by _____
- ___ Will be going home with _____
- ___ Bus #
- ___ Walker
- ___ Car Rider
- ___ Family Support Services

- It is imperative that you communicate directly to the teacher any information regarding end of the day pickup procedures.
- This form should be sent in each day there is to be a change in regular dismissal procedures.
- Early pick-ups should occur no later than 3:00p.m. during regular school days; and by 1:00 p.m. during an early dismissal day

Parent / Guardian Signature : _____ Date: _____

Office Use

Rec'd by: _____
Copy Filed: _____