



Dear Families,

2024-2025

To ensure a safe and efficient dismissal of our students, we ask **all** parents to fill out the form below. Each child must return a completed form. Please make sure to include people on the form who are **ALWAYS** permitted to pick up your child for dismissal.

**Also, please do not forget to include parent/guardian names and sign the bottom.**

Information about our dismissal procedure...

- If you will pick up your child every day, please send a note/email to your child's teacher on or before the first day of school.
- If your child normally rides the bus, please send a note with your child on days they will be picked up. **Any student WITHOUT a note will be put on the bus.**
- Dismissal for Pony Express Riders (parent pick-ups) will be at 3:00 using the main office entrance. If you arrive early, please wait in the soccer field lot until all the buses leave, and then drive or walk over to the office.
- **PLEASE REMEMBER AND/OR REMIND THE PICK-UP PERSON TO BRING A FORM OF PHOTO I.D.**

-----Please Print-----



**Pony Express Riders 2024-2025**



Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Last, First

|       |               |               |
|-------|---------------|---------------|
| Name: | Relationship: | Phone Number: |
| _____ | _____         | _____         |
| _____ | _____         | _____         |
| _____ | _____         | _____         |
| _____ | _____         | _____         |
| _____ | _____         | _____         |
| _____ | _____         | _____         |
| _____ | _____         | _____         |

I, \_\_\_\_\_, give Mercer Area School District permission to dismiss my child to those listed above for the 2024-25 school year. I will contact the elementary office should any changes need to be made.

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

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