



Dear Families,

2025-2026

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 the buses have left, 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-----

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 2025-26 school year. I will contact the elementary office should any changes need to be made.

Parent Signature: _____ Date: _____