# CHANGE TO DISMISSAL

## Wedgwood Elementary School

Please use this form to notify the school of any changes to your child's regular dismissal procedure. Please send it in with your child the morning the dismissal change is to occur. Calling in changes to the office by phone should only be done in emergency situations. In the case of an emergency, these changes must be called in by 2:00 p.m. on a regular dismissal day and 12:15 p.m. on an early dismissal.

Student's Name: _____ Today's Date: _____

Homeroom Teacher: _____

From: _____
(Parent/Guardian Name)

This form should be sent in **each day** there is to be a change in regular dismissal procedures.

**NORMAL ROUTINE**

- ☐ Bus # _____
- ☐ Walker
- ☐ Kids Choice
- ☐ Parent Pick-Up

This change is effective:

_____ For TODAY only _____ For THIS WEEK only

_____ For the following dates only (please list below)

_____ _____

_____ _____

_____ _____

****CHANGE TO NORMAL ROUTINE****

- ☐ Will be picked up early by _____(person) at _____(time).

  Please provide reason for early pick-up: _____
- ☐ Parent Pick-up (side door) going home with: _____
- ☐ Walker (Exit by the side door)
- ☐ Will be going home on their assigned Bus #: _____
- ☐ Will be going to Kids Choice **(You must also notify Kids Choice of any changes to dismissal)**
- ☐ Other: _____

***Early pick-ups should occur no later than 3:20 p.m. during a regular school day and by 1:45 p.m. during an early dismissal day.***

**Parent/Guardian (Signature): _____ Date: _____**

Rev. 1/2023