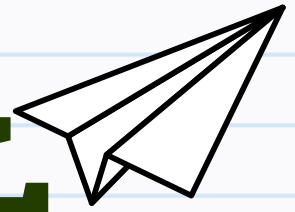


DISMISSAL PROCEDURES



A new year, a new dismissal process-with safety at the heart of every change.

1 CHECK IN



REGULAR DISMISSAL
3:20–3:30 P.M.

Main Entrance • Near the Main Office

- Present a **valid photo ID**.
- Only **approved pickup adults** may pick up students.
- Emergency contacts are **not automatically approved** for regular pickup nor pickup during the school day.
- Give the names of **ALL students leaving with you**, regardless of grade level.

2 PICK UP

Middle Doors • Closest to the Playground

After checking in, proceed to the middle doors to meet your child.

3 SIGN OUT

All students must be signed out.

Please initial the dismissal log after receiving your child.



DISMISSAL CHANGES



Regular Days

- Changes must be submitted by 2:30 P.M.

Half Days

- Dismissal: 12:20–12:30 P.M.
- Changes must be submitted by 11:45 A.M.

Scan the QR code to submit a dismissal change.

Changes submitted after 11:45 A.M. on half days or 2:30 P.M. on regular days may not be accommodated.



A safer, smoother dismissal starts with all of us!

Thank you for helping us ensure a safe, consistent, and smooth dismissal for every Greenwood Lake Elementary student!

