

Student Dismissal Procedures

School Year \_\_2016-2017\_\_

In order for the staff of Douglas to make certain that all students are dismissed from school in an orderly, safe manner, parents are requested to complete the following information and return it to school immediately. In addition, parents should inform the school of any changes in these procedures throughout the school year.

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

**On a normal school day ending at 3:45 PM, my child will leave school in the following manner (circle one):**

1. School Bus
2. Walk
3. Parent Car
4. Day Care Van/Bus
5. Other (please specify): \_\_\_\_\_

**On an early dismissal day (due to inclement weather) my child will leave school in the following manner (circle one):**

1. School Bus
2. Walk
3. Parent Car
4. Day Care Van/Bus
5. Other (please specify): \_\_\_\_\_

The following persons are authorized to pick up my child from school at any time:  
(any changes to this list must be submitted to the school in writing)

1. \_\_\_\_\_ phone number(s): \_\_\_\_\_
2. \_\_\_\_\_ phone number(s): \_\_\_\_\_
3. \_\_\_\_\_ phone number(s): \_\_\_\_\_
4. \_\_\_\_\_ phone number(s): \_\_\_\_\_
5. \_\_\_\_\_ phone number(s): \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_