

Newman Elementary School



Change of Dismissal

Please use this form to communicate with the school any change in your child's regular dismissal plan. This completed form should be sent to your child's classroom teacher.

In the event of an **emergency** dismissal change, you may call the office between the hours of **10:00 a.m. and 2:00 p.m.** to provide our staff with pertinent information. Please be aware that the phone system is intended **for emergency dismissal changes only.**

**Thank you,
Jessica Peterson**

Date(s) of Change: _____

Name of Student: _____
(Please print)

Name of Teacher: _____
(Please print)

My child normally (please check applicable option):

- _____ takes bus # _____
- _____ walks home
- _____ meets an adult on the playground
- _____ is picked up in the driveline

Today my child will (please check applicable option):

- _____ take bus # _____
- _____ walk home
- _____ meet an adult on the playground
- _____ will be picked up in the driveline by: _____

Other information:

Parent/Guardian

Signature: _____ Print Name: _____

I can be reached at: _____

Note: If the above change of dismissal will be a regular occurrence, please note this under "Other Information."