



Dear Parents / Guardians:

To ensure the safety of your child and facilitate an orderly dismissal, we are asking you to tell us how your child should be dismissed.

- o Please indicate their dismissal from school on a regular basis.
- o Include their bus number if known
- o Please note if their dismissal changes on different days.
- o If their dismissal schedule should be changed in any way, a note must be submitted to their teacher or call the school. *(Please note that changes should be called in prior to 2:00 each day unless it is an emergency)*

STUDENT NAME: _____

CLASS: _____ (Grade number and Class letter)

BUS #: _____

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------------|---------------|----------------|------------------|-----------------|---------------|
| Bus | | | | | |
| Car | | | | | |
| Extended Care * | | | | | |

* *Extended After-care requires additional documentation posted on www.st-mikes.com*

Additional information if necessary:
