

CHANGE TO DISMISSAL

EAST GREENWICH TOWNSHIP SCHOOLS

Jeffrey Clark

Samuel Mickle

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 1:00 p.m. on a regular dismissal day and 11:00 a.m. on an early dismissal.

Student's Name: _____ Date: _____

Homeroom Teacher: _____

From: _____
(Parent/Guardian Name)

NORMAL ROUTINE

- Bus # _____
- Toddlers and Tots Bus
- Non-Transported ☆ **Jeffrey Clark** (Exit by Designated Grade Level Door) ☆ **Samuel Mickle** (Exit by the Gym)
- Parent Pick-Up ☆ **Jeffrey Clark** (Exit by Designated Grade Level Door) ☆ **Samuel Mickle** (Exit by the LGI)
- Beyond the Bell (**You must also notify Beyond the Bell of any changes to dismissal.**)

CHANGE TO NORMAL ROUTINE

- Will be picked up early by _____ (person) at _____ (time).
Please provide reason for early pick-up: _____
- Parent Pick-up by Car **Clark** (Library) going home with _____
 Mickle (Car Line by LGI) going home with _____
- Non-Transported (Walking/Bike) **Clark** (Exit Main Entrance) with _____
 Mickle (Exit by the Gym) _____
- Will be going home on their assigned Bus # _____
- Will be going to Beyond the Bell (**You must also notify Beyond the Bell of any changes to dismissal.**)
- Other: _____

- This form should be sent **each day** there is to be a change in regular dismissal procedures.
- Early pick-ups should occur no later than 3:00 p.m. during a regular school day and by 12:15 p.m. during an early dismissal day.

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