

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: _____
(Print Parent/Guardian Name)

NORMAL ROUTINE

- ☐ Bus # _____
- ☐ Non-Transported ☆ **Jeffrey Clark** (Exit to left of building, B-2 Door #2, Preschool Exit Door #4)
 ☆ **Samuel Mickle** (Exit by the Gym)
- ☐ Parent Pick-Up ☆ **Jeffrey Clark** (B-2 Exit out the Library, Preschool Exit to left of building Door #4)
 ☆ **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**: going home with _____
 ☐ **Mickle**: going home with _____
- ☐ Non-Transported (Walking/Bike) ☐ **Clark**: going home with _____
 ☐ **Mickle**: going home with (if applicable) _____
 ☐ **Mickle-Walk to Clark** going home with (if applicable) _____
- ☐ 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 12:30 p.m. during an early dismissal day.**

Parent/Guardian (Signature): _____

Date: _____