

Changing the way a student goes home

If you need to change the way your child goes home after school (bus, car, walk, After School Care or Daycare), we **must have this in writing** for EACH child.

In accordance with the Jessica Lunsford Act, we cannot relay telephone messages to students regarding a change to their afternoon dismissal procedures. If the regular method of leaving school needs to be changed, parents must send a signed note to be given to the teacher. Only a written statement from the parent/guardian can be accepted as valid instructions.

Include the following information in writing:

- Child's first & last name
- Teacher's name
- Date(s) this will be in effect
- First & last name of the person picking up (if applicable). Be sure this person brings their state issued driver's license or ID card and **they MUST be listed on the child's registration form** as authorized to pick up.
- Parent/Legal guardian's first & last name PRINTED
- Parent/Legal guardian's signature
- Date of the note

Thank you for your assistance in helping to keep our students safe.