

Changing the way your child goes home

If you need to change the way your child goes home (bus, car, walk, After School Care or Daycare), you must do so **in writing** in advance 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 the child's teacher. **Only a written statement from the parent/guardian can be accepted as valid instructions.** Include the following information on the note:

- Child's first & last name
- Teacher's name
- Date(s) the change will be in effect (single day, week, rest of the year)
- First & last name of the person picking up (if applicable). This person must bring a valid driver's license or photo ID card and **they MUST be listed on the child's registration form** as authorized to pick up. **The person that signed the registration form** may add additional pick up names, but this must be done in person.
- Parent/Legal guardian's first & last name PRINTED
- Parent/Legal guardian's signature
- Date of the note

Questions? Contact the office at 768-0465.

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