



CHANGE TO DISMISSAL Hurffville Elementary School

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 2:00 p.m. on a regular dismissal day and 12:15 a.m. on an early dismissal.

Student's Name: _____ Date: _____

Homeroom Teacher: _____

From: _____
(Parent/Guardian Name)

<u>NORMAL ROUTINE</u>		
<input type="checkbox"/> Bus # _____	<input type="checkbox"/> Kids Choice	<input type="checkbox"/> Parent Pick-Up

<u>**CHANGE TO NORMAL ROUTINE**</u>	
<input type="checkbox"/> Will be picked up early by _____(person) at _____(time).	
Please provide reason for early pick-up: _____	
<input type="checkbox"/> Parent Pick-up (side door) going home with: _____	
<input type="checkbox"/> Will be going home on their assigned Bus #: _____	
<input type="checkbox"/> Will be going to Kids Choice (You must also notify Kids Choice of any changes to dismissal)	
<input type="checkbox"/> Other: _____	

This form should be sent in **each day** there is to be a change in regular dismissal procedures.

Early pick-ups should occur no later than 3:20 p.m. during a regular school day and by 1:45 p.m. during an early dismissal day.

Parent/Guardian (Signature): _____ Date: _____