

RICHMOND ELEMENTARY SCHOOL STUDENT DISMISSAL/PICK-UP NOTE

In an effort to streamline student dismissal, we will now use ONLY THIS FORM for student dismissals. Please do not send parent notes for student pick-ups. Additional forms are available on-line, in the main office and in the cafeteria at dismissal time.

Date: _____

Student Name: _____ Grade: _____ Teacher: _____

PLEASE DISMISS THE ABOVE-NAMED STUDENT(S):

____ Today only ____ This week only ____ Every day until further notice:

____ Every: ____ Mon ____ Tues ____ Wed ____ Thurs ____ Fri circle all that apply:

Pick up time: _____ regular dismissal @ 3:25 in cafeteria Early dismissal @ _____ (time)

Student will be picked up by: ____ Parent other(who?) _____

(only those on the Emergency Consent form may sign your child out)

Parent Signature: _____ PLEASE NOTE: PARENT PHONE CALLS FOR STUDENT DISMISSAL WILL BE HONORED ONLY IN EMERGENCIES AND APPROVED BY THE PRINCIPAL OR ASSISTANT PRINCIPAL. WE WILL CONTINUE WITH THIS PICK-UP PLAN UNTIL NOTIFIED OTHERWISE BY PARENT

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