

Dismissal Change and Appointment Notification Procedure

From time to time, each parent will find it necessary to pick up his/her child from school; either during the day for an appointment or at the end of the day for a special treat or simply convenience. While a quick note or email to the teacher may be the most convenient in the rush of the morning, the School Office needs specific information to make sure that your child is safe and where you need him/her to be at the correct time. The following is an example of the necessary information.

Specifically:

The student's full name

The teacher's name

Time for pick-up

Person's full name picking up the child (if different than person requesting) Full name and relationship of person requesting pick-up

Please send this information with the student on the day you wish to pick up your child. If you choose to send by email to the teacher, please copy the email to the office at lmorean@twinsburgcsd.org or kdinkeldein@twinsburgcsd.org. This will assure that the information is available in case the teacher is absent.

If you plan to pick up your student every day, one note at the beginning of the year stating that will suffice. A daily note would not be necessary.

Date _____ M T W Th F

My child _____ in _____'s class
(child's name) (teacher's name)

will be picked up from school in the office at _____ because _____
(time) (reason)

He/she will be picked up by:

_____ Mom or stepmom _____ Dad or stepdad

_____ Other
(first and last name)

_____ My child will return to school.

My child will be picked up at dismissal. My car tag number is _____.

Requested by: _____
(Name and Relationship)

***ANY PERSON PICKING UP STUDENTS IN THE OFFICE MUST PROVIDE
PHOTO IDENTIFICATION***