

**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 available on-line, in the main office and in the cafeteria at dismissal time.

Date: \_\_\_\_\_, 2018-2019

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

---

**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 available on-line, in the main office and in the cafeteria at dismissal time.

Date: \_\_\_\_\_, 2018-2019

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