

Dear Parents,

There may be times when it is necessary to dismiss school early due to inclement weather or other unforeseen reasons. In the event that this should happen, an automated phone call will be sent to the current household numbers on file approximately 1 hour before students are dismissed. We **will not** be able to call you individually as we only have two outside phone lines in the elementary building and more than likely you will not be able to get through to us. Therefore, we need exact instructions as to where your child should go. Please complete the form below, including bus numbers, written permission if your child is to go with another adult, etc.

Also, it is very important to update the office immediately if you have any changes to your phone numbers or address during the school year.

Thank you for your cooperation.

Early Dismissal Instruction

Student Name:

Instructions:

Parent Signature: