

OFFICE USE	
TransFinder	___
Teacher	___
Office	___

What you as a parent or guardian need to do:

1. Fill out the information form below and return it to your child’s teacher or directly to the Main Office as soon as possible.
2. Students will be allowed one primary drop off location and one alternative (secondary) drop off location. Both destinations will be kept on file in the schools Main Office.
3. **Send in a note each day your child is to go to their alternative (secondary) location.** Notes requesting drop offs at locations other than the two listed on the information sheet will not be allowed.
4. *Phone calls or e-mails will not be accepted to change the afternoon drop off location. A written note or in-person visit must occur if the student is to go to their alternative location or be picked-up.*
5. *Understand that it is the parent’s responsibility to have an adult present and visible at the drop off site each afternoon.*
6. **If an emergency arises, you must speak with the principal. Only the principal can approve the changes.**

AM PICKUP

Child’s Teacher: _____ Grade: _____

Child’s Name: _____ Home/Cell Number: _____

Parent(s)/Guardian(s) Name: _____

Home Address: _____

How does your child get to school in the morning (Please Circle): Rides a bus Walker Parent Transport

Morning Bus Pickup address if different than above: _____

PM DROP OFF

1. Primary Destination (Where child will go most days after school):

Name: _____ Relationship to child: _____

Address: _____ Phone Number: _____

2. Alternative (Secondary) Destination (Note Required EACH Day):

Name: _____ Relationship to child: _____

Address: _____ Phone Number: _____

***Unplanned Early Dismissal Destination/NO SACC (Used only if school closes early and is unplanned). Please check ONE:**

____ Primary ____ Secondary ____ Other*: Name: _____

Address: _____

Parent/Guardian Signature: _____ Date: _____