**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dear Mrs. Toddings,**

**Please note a change in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_‘s dismissal *today*.**

**Students first and last name**

**Please check one.**

**\_\_\_\_\_\_\_ No after care. Please send my child home on bus \_\_\_\_\_\_\_\_\_\_ .**

**\_\_\_\_\_\_\_ Early dismissal at \_\_\_\_\_\_\_\_\_\_\_\_\_.**

**\_\_\_\_\_\_\_ Please send my child to “parent pick up”.**

**He/she will NOT be taking the bus home.**

**Please put the name of person picking up, if other than parent/guardian:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**­­­­ Other. Please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Best way to reach me with any questions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sincerely,**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian signature**