

Emergency Early Dismissal Form

Dear Parent/Guardian:

In the event of an emergency early dismissal, school staff will not have time to contact the parents of all students to adjust dismissal routines. Please complete this form to explain what routine your child should follow in case school needs to be dismissed early for an emergency. If you do not return this form, then your child's normal dismissal routine will be followed.

Emergency early dismissals may be needed due to various reasons including mechanical building issues or inclement weather. The school district may contact you by automated messages or email if school is dismissed early for an emergency. In addition, local news and radio stations will be contacted so they can broadcast the information.

Please make sure that your child is aware of your plan for early dismissals.

If you have any questions or concerns, please contact:

Name	Title	Phone/e-mail
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Student name: _____

If students must be dismissed early:

____ Send my child home per their normal routine.

____ Please send my child home with another student:

Student's name: _____

Student's address: _____

____ Please send my child to the following person:

Name: _____

Address: _____

Relationship: ____ Family member ____ Friend of the family ____ Other: _____

Name of parent/guardian

Signature of parent/guardian

Date