

## Sample of Dismissal Notes and an Optional Template

<p>Example - Flagpole</p>	<p>Information you <b>MUST</b> provide – Flagpole pick up</p>
<p>August 26, 2016                  Today, my child, Haley Pong, will be picked up at the flagpole by her aunt, Sharon Sakai.</p> <p>Thank you,                  Anna Pong                  650-123-4567</p>	<p>Date                  Your child’s FULL name (first and last)                    Full Name of the person picking up your child                    Your full name and                  Your Contact Number</p>
<p>Example - Bus</p>	<p>Information you <b>MUST</b> provide – Bus Riders</p>
<p>August 26, 2016                  Today, my child, Sam Pong, will take the bus home with his friend, Brinkley Brown in Ms. Sale’s class. Their bus stop number is #5.</p> <p>Thank you,                  Anna Pong                  65-123-4567</p>	<p>Date                  Your child’s FULL name (first and last)                  Friend’s full name &amp; the teacher’s name                    DEFINITELY the BUS STOP NUMBER                    Your full name and                  Your contact Number</p>

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

Today, my child, \_\_\_\_\_ will

\_\_\_\_\_ go to the flagpole and be picked up by \_\_\_\_\_.

\_\_\_\_\_ go home on the bus. My child will get off at BUS STOP NUMBER \_\_\_\_\_.

\_\_\_\_\_ go home with a friend \_\_\_\_\_ in

\_\_\_\_\_’s class. They will take the bus and get off at

BUS STOP NUMBER \_\_\_\_\_.

Thank you,  
 My Full Name: \_\_\_\_\_

I can be reached at : \_\_\_\_\_