PERMANENT PASS REQUEST AND BUS DISMISSAL FORM
2018-2019

TO BE FILLED OUT FOR EACH STUDENT AT THE BEGINNING OF EVERY SCHOOL YEAR AT WELLS ELEMENTARY SCHOOL

DATE: ____________________
STUDENT NAME: ________________________________ **CLASSROOM TEACHER:** ___________________

1. **IF YOU WISH TO PICK UP YOUR CHILD** *ON A PERMANENT BASIS* ON ANY GIVEN DAY OR DAYS OF THE WEEK, PLEASE FILL OUT THE PERMANENT PASS SECTION BELOW.

PERMANENT PICKUP PASS: Please indicate any and all persons permitted to pick up your child AT DISMISSAL, and on which days of the week this will occur. Please check off ONLY the specific days that the student will be picked up EVERY WEEK, UNLESS OTHERWISE COMMUNICATED VIA A NOTE ON THE DAY OF THE CHANGE.

Authorized Pick-up Person's **Full Name**	Relationship To Student	Mon.	Tues.	Weds.	Thurs.	Fri.

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2. **IF YOU WISH FOR YOUR CHILD TO TAKE THE BUS AT DISMISSAL TIME** *ON A PERMANENT BASIS* ON ANY GIVEN DAY OR DAYS OF THE WEEK, PLEASE FILL OUT THE BUS DISMISSAL SECTION BELOW.

BUS DISMISSAL: Please indicate any and all bus numbers, destinations, and days of the week that your child rides the bus at dismissal, UNLESS OTHERWISE COMMUNICATED VIA A NOTE ON THE DAY OF THE CHANGE. Bus numbers change from year to year, so please check our website at: www.k12wocsd.org OR your local newspaper, for the 2018/2019 bus number assignments.

BUS #	DISMISSAL DESTINATION (i.e. Home, Wells Activity Center, etc.)	Mon.	Tues.	Weds.	Thurs.	Fri.

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3. **IF YOU ARE NOT YET SURE EXACTLY WHAT YOUR CHILD'S PERMANENT DISMISSAL PLANS WILL BE,** PLEASE CHECK THE BOX BELOW. (If this is the case, please send a note in *every day* with your child, indicating his/her dismissal plans for that day. (If at a later date your child has a more definitive dismissal plan, please come to the office to fill out another form indicating the new plan.)

OTHER: ☐ At this time, my child's dismissal plans may change on a day-to-day basis, and I will therefore send in a note **EVERY DAY** with him/her indicating how he/she should be dismissed from school. (If at a later date, my child has a more definitive dismissal plan, I will come to the office to fill out another form indicating the new plan.)