

# CHANGE OF DISMISSAL FORM

## Hillside Elementary School

Please use this form to communicate with the school any change in your child's regular dismissal plan. This completed form should be sent to your child's classroom teacher.

In the event of an **emergency** dismissal change, you may call the office (781-455-0461 x0) between the hours of 9:00 a.m. and 2:00 p.m. to provide our staff with pertinent information. Please be aware that the phone system is intended **for emergency dismissal changes only**.

Thank you.

Michael Kascak & Erin Vacaro

Date(s) of Change: \_\_\_\_\_

Name of Student: \_\_\_\_\_  
(Please Print)

Name of Teacher: \_\_\_\_\_  
(Please Print)

My child normally (please check one that applies):

- \_\_\_\_\_ takes Bus # \_\_\_\_\_
- \_\_\_\_\_ walks home
- \_\_\_\_\_ meets an adult on the playground
- \_\_\_\_\_ is picked up in the driveline

Today my child will (please check applicable option):

- \_\_\_\_\_ take Bus # \_\_\_\_\_
- \_\_\_\_\_ walk home
- \_\_\_\_\_ meet an adult on the playground
- \_\_\_\_\_ be picked up in the driveline by: \_\_\_\_\_  
(Please Print)

Other Information:

*Parent/Guardian*

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

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

**Note:** If the above change of dismissal will be a regular occurrence, please note this under "Other Information."