



Parent Note for  
**A CHANGE IN DISMISSAL ROUTINE**

**\*PRINT PLEASE\***

Date for Requested Change: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Teacher: \_\_\_\_\_

My child is routinely a:

Bus Rider# \_\_\_\_\_  Walker  Kiss & Rider  Child Care Van Rider  SACC

If your child is not an assigned walker, then he/she **cannot** be dismissed as a walker for pick up.

**CHANGE BEING REQUESTED**

Meet Parent at Kiss & Ride OR  Meet \_\_\_\_\_ at Kiss & Ride  
(Name of Adult)

Take assigned bus home (if student is an authorized bus rider) – Bus # \_\_\_\_\_

Get off assigned bus with \_\_\_\_\_ (at a different stop than usual)  
(Name of Student)

Take the bus home with \_\_\_\_\_ (on a different bus than usual)  
(Name of Student)

Walk home with \_\_\_\_\_  
(Name of Student and/or Adult)

Early pickup in the school office (no later than 3:30 pm) at \_\_\_\_\_  
(approximate pickup time)

If your child is going home with a friend, then notes from both families are required to approve a change in dismissal.

If the school is unable to process this request, please call me at the phone number(s) listed below.

Parent Name: (Print) \_\_\_\_\_

Parent SIGNATURE: \_\_\_\_\_  
(My signature verifies that I have legal authority to make this change.)

DAYTIME Phone Number: \_\_\_\_\_  
(Best number(s) to reach you at if we need to contact you about this change of dismissal.)

This form should be returned to the front office or may be emailed to [keenemilles.attendance@fcps.edu](mailto:keenemilles.attendance@fcps.edu).