



# WICKLIFFE ELEMENTARY SCHOOL

*Inspiring Students to Learn, Lead, and Serve*

## FY 23 WES Dismissal Form

Pursuant to Ohio Revised Code and Board of Education Policy, the Wickliffe City School District provides transportation for enrolled bus students to and/or from an assigned residential bus stop within our District. However, we understand that some of our students are cared for before and after school at District-wide locations other than the student's home residence, i.e., within district day care facilities, and we do accommodate these situations.

For the safety and security of our students, only **one (1)** permanent transportation change per school year per family will be accepted in writing via a custodial parent/guardian at least **one (1) week prior to the actual change (if at all possible) and is subject to the approval of the principal.**

**For the safety and security of our students, the District will not authorize daily changes for dismissal.**

***A daily transportation change for dismissal may be issued in the event of an emergency as approved by the building Principal.*** Examples of emergencies that may be approved are events that are unforeseen, such as a car accident, an injury, or a family crisis that occurred during the same school day (the change will be for that day *only* or can be your child's one permanent change for the year), ***but any emergency daily changes must be approved by the building Principal.***

### **PLEASE COMPLETE ONE FORM FOR EACH CHILD**

Student Last Name:	Student First Name:	
Street Address:	City: Wickliffe	Zip:
Phone (Cell):	Phone (HOME):	
Parent/Guardian Last Name:	Parent/Guardian First Name:	
Parent/Guardian E-Mail:		

**Please complete the second page of this form in its entirety!**

**PLEASE complete ALL sections of this form**

# Wickliffe Elementary School

## School Dismissal Instructions Form

Every child must have this current completed form on file in the office to ensure that we are able to properly and safely plan for dismissal.

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

Two (2) different dismissal situations are permitted per week, e.g., M, W, F, from school to home on the bus AND T & R a car rider. ***This means the same two situations would be in place for the year;*** it is not permitted to have two situations one week and then two different situations the next week. This consistency of dismissal allows for students to feel secure because they know exactly what will occur and it also serves to reduce the number of mishaps that can become safety issues, like a student getting on the bus when they are to be a car rider.

Please place an "X" in the appropriate column for each day of the week. If your child is a bus rider, please fill in the bus number in the appropriate area.

Dismissal Method	Monday	Tuesday	Wednesday	Thursday	Friday
<b>BUS #</b>					
<b>CAR RIDER</b>					
<b>WALKER</b>					
<b>LATCHKEY - to be determined</b>					

Below, please list any adult(s) permitted to pick up your child. Please make sure they know to bring a photo identification card with them and that they are to report directly to the office.

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Relationship: \_\_\_\_\_

Please sign and return this form prior to enrollment.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_