

TEACHER _____

HUNTERS GLEN ELEMENTARY SCHOOL

Dismissal Authorization Form

School Year 2015-2016

Dear Parents,

If your child needs to be dismissed before the official dismissal time, HGE has an early dismissal procedure for your child's safety. **Under no circumstances will your child be released to anyone NOT listed on this form.**

Please complete the following information and return it as soon as possible. **Any changes must be done in person.**

PLEASE PRINT

Student Name: _____ DOB: _____

Mother: _____ (_____) _____

Father: _____ (_____) _____

Guardian: _____ (_____) _____

Home Address:

Other People Permitted to Pick-Up Your Child:

Name: _____ Relationship _____ Phone# (_____) _____

Name: _____ Relationship _____ Phone# (_____) _____

Name: _____ Relationship _____ Phone# (_____) _____

After School My Child will be a:

Side-walk Walker Crossing Guard Walker HGES Extended Day Car Rider: # _____

Daycare Rider: _____ Phone# of daycare (_____) _____

Changes in transportation must be received in writing by 2PM to the front office by email:

huntersglenowls@gmail.com Please call the office once you have emailed for dismissal changes (281) 634-4640 **or by letter signed and dated by parent or guardian.** Otherwise your child will be dismissed from school the way indicated above.

In case of severe weather please indicate how your child will be dismissed:

Car Rider Remain a Walker

Parent/Guardian Signature _____ Date _____