

## Official Dismissal Change Form School Year 2023-2024

At Lyndonville Central School, maintaining safety for our students is our utmost priority. We believe collaboration among school, community and families is essential for student success. As we strive to improve communication between home and school, we are requiring parents/guardians to use this form for any daily changes in pick up or dismissal of your child. Please fill the form out completely. Please use to indicate an early dismissal, change in pick up person, a change in person receiving, a change in person receiving a student from the bus, etc. You may use this to change from a bus rider to a pickup or walker on any given day.

If, in a true emergency, you need to notify the school on the same day, this form can be faxed to 585-765-3190 or scanned and emailed to Mrs. Draper at [kadraper@lcsdk12.org](mailto:kadraper@lcsdk12.org) or Mrs. Johnson at the main street school at [jjohnson@lcsdk12.org](mailto:jjohnson@lcsdk12.org) by 11:00 am. Please feel free to contact the main office with any questions or concerns or to request more pads at 585-765-3122.

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**Student Name****Grade****Teacher**

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**Date(s) of change****Dismissal Change (Please check one):**☐ Early Dismissal  
bus☐ Change in person receiving student from the☐ Change in pick up person☐ Bus rider being picked up or walking

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**Specific information regarding change including contact information for person picking up**

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**Parent/Guardian Signature****Parent/Guardian Phone Number**

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**Student Name****Grade****Today's Date**

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**Teacher****Date(s) of change****Dismissal Change (Please check one):**☐ Early Dismissal  
bus☐ Change in person receiving student from the☐ Change in pick up person☐ Bus rider being picked up or walking

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