

# UNPLANNED EARLY DISMISSAL FORM

In the event that school must be dismissed early due to weather conditions or other emergency situations, **families must have a plan** to ensure students do not arrive home to an empty house. In an emergency situation or unplanned early dismissal, we experience a high volume of incoming and outgoing calls. This makes it very difficult for parents to call in with instructions or for students to call out to receive instructions. In many emergency situations it could be possible that we would not have phone service beyond a cell phone.

Please take time to carefully consider a plan for unplanned early dismissal, and after making the arrangements necessary, discuss your family's plan with your child (ren). During periods of inclement weather, as well as periodically throughout the year, remind your child of the dismissal plan.

Finally, write these directions on the attached form and have your child return it to his/her teacher. Thank you for your support.

**Name of Student** \_\_\_\_\_ **Grade** \_\_\_\_\_

In case of an UNPLANNED early dismissal, my child should:

Follow his/her usual routine

Get permission to take a different bus to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow this plan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow this back up plan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Print Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

\*Plan should not include calling or paging a parent since phone lines may not be available.

\*Please make sure your emergency contact form is updated at all times.