

Sayreville Public Schools
Educating Today's Learners to Be Tomorrow's Leaders

Harry S. Truman School
Parlin, New Jersey

Mr. Timothy J. Byrne
Principal
Timothy.Byrne@sayrevillek12.net

November 28, 2018

Dear Parents/Guardians:

Please find attached a Change In Dismissal Notice for Truman School.

We are hoping that this process generated by the form will help us at dismissal. We are noticing that the children who have a change in dismissal after 3PM are impacting the timeliness of our busses leaving the school in the afternoon.

Please follow the procedures outlined in this form.

We thank you for your cooperation and understanding and support of Truman School.

Sincerely,



Timothy J. Byrne
Principal

Harry S. Truman School

Change In Dismissal Notice

We encourage bus students to ride the bus. Limiting when you pick up your child for appointments that cannot be scheduled at other times helps with routines, as well as the instructional day. In an effort to streamline dismissal, we will now **only use this form** for changes in a student's dismissal. Additional forms are available in the main office and on the Truman website. This note must be **sent in on the day your child's dismissal is changing**. Each child will need a separate form.

PLEASE NOTE: Without a note, parent phone calls for student dismissal changes will be honored for **EMERGENCIES ONLY**. Emergency phone calls need to be before **3:00 pm** to insure that we have time to notify your child before the dismissal procedure begins.

My child's dismissal is being changed for the date: _____

He/She will be (CHECK ONE):

_____ Picked up early (TIME) _____

_____ Take the bus home at dismissal

_____ Picked up at dismissal (3:20)

_____ Attend Springboard (as a Drop-In)

Child's Name (PRINT): _____ Grade: _____

Homeroom Teacher's Name (PRINT): _____

If student is being picked up at school, please indicate who will be picking up:

_____ Parent/Guardian

_____ Other (PRINT NAME): _____

(ID IS REQUIRED BY ALL WHEN ENTERING THE BUILDING)

Parent Name (Print): _____

Signature: _____

Cell/contact number at dismissal: _____