



Marlboro Elementary School

Patricia S. Walsh
Principal
Shaneequa Cameron
Assistant Principal

Dear Parents/Guardians:

If it is necessary for you to pick up your child from school at dismissal (3:20 p.m.), please use the form below (or a note with all necessary information) and send it **each** day the pick-up will occur. There is no "same day of the week list." The only exception is if your child is **always** picked up **every day**. A pick up note is required each day you pick up.

Parent/Guardian sign-out is at our east entrance, near the large gymnasium. In order to keep everything safe and organized, we ask that you please park your car in one of the parking spaces. Please have your photo identification ready!

Please make some additional copies of this form so you have them handy in case you need them again. Forms are also available on our school website. Your cooperation will make the dismissal procedure swifter and safer if this form is used all the time. Thanks so much for your cooperation and helping us to keep your children safe.

STUDENT PICK-UP FORM

Please write legibly

Please send this to school with your child. Classroom Teachers will send to the Main Office.

Child's Name: _____

Date: _____

Teacher: _____

Grade: _____

Dear Mrs. Walsh, Principal,

It is necessary that my child be picked-up from school **today** at dismissal (**3:20 p.m.**). If the person picking up my child is other than myself, I have indicated the person's name below and relationship to my child. **I am aware that photo proof of identification is required.**

Name (if other than Parent/Guardian): _____

(Please print first and last name legibly)

Relationship: _____

Parent/Guardian Signature: _____

(Please sign first and last name legibly)