



Marlboro Elementary School

Patricia Walsh
Principal

Dara Kaplan
Assistant Principal

Dear Parents/Guardians:

If it is necessary for you to pick your child up from school at dismissal (3:20 p.m.), please use the form below (or a note with the necessary information) and send it **each** day the pick-up will occur. Please remember the notes must be received in the Main Office **before 12 noon**. 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 in the back of the school, at our east (rear) entrance, outside the large gymnasium. Please adhere to all traffic signs and directions given by school personnel to ensure student safety. In order to keep everyone safe, please park your car in a designated parking space. Please have your photo identification ready when signing out. To reduce congestion during dismissal and further ensure student safety, note that our playgrounds are not to be used until dismissal concludes at 3:30 PM each day.

Please make additional copies of this form in case you need them again. Forms are also available on our school website. Your cooperation will make the dismissal procedure swifter and safer. Thank you for your cooperation in helping us to keep your child safe.

STUDENT PICK-UP FORM

(Please print legibly)

Please return 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 I will not be picking up my child, I have indicated the contact person approved in School Tool below and their relationship to my child. **I am aware that photo identification will be required.**

Name (Parent or Approved Contact): _____

Relationship: _____

Parent/Guardian Signature: _____