



**BLUE SPRING R-IV SCHOOL DISTRICT
ELEMENTARY LEVEL EARLY DISMISSAL
PROCEDURES FORM**



Dear Parents/Guardians:

There are times during the school year that school may have to be dismissed early due to inclement weather. Even though the school district has an automated calling system for notification purposes, it is possible you may not receive the message prior to the early dismissal. So we can assure your student is dismissed to a safe and supervised environment, please complete the attached form and return it to the school as soon as possible. The form should be updated whenever your normal routine is changed on a permanent basis. Please obtain a new form from the school if this is the case.

School dismissal because of weather reasons will be announced through the district’s automated calling system and by way of TV or radio broadcast under the heading of the “Blue Springs R-IV School District.” Verification of the cancellation can be made by contacting the school office during normal hours of operation. Please complete, detach, and return the form below to your student’s teacher as soon as possible.

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Please indicate your preference in the event of an early dismissal:

_____ My student will follow his/her normal routine if school dismisses early.

_____ My student will follow the alternate plan as designated if school dismisses early:

_____ My student will walk to an alternate address.

_____ My student will ride Bus # _____.

_____ My student will be picked up at school.

Address where my student will go: _____

Name of person picking up my student: _____

I will be responsible for requesting a new form in the event my plan changes on a permanent basis.

Student’s Name

Teacher’s Name

Parent/Guardian Signature

Date