

*CHANGE TO DISMISSAL*  
*THOMAS E. BOWE SCHOOL*  
PHONE: 856-652-2700 Ext. 3100      FAX # 856-589-0869

**Please use this form to notify the school of any changes to your child's regular dismissal procedure. Please send it in with your child the morning the dismissal change is to occur. Calling in changes to the office by phone should only be done in emergency situations. In the case of an emergency, these changes must be called in by 1:00 p.m. on a regular dismissal day and 11:00 a.m. on an early dismissal.**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

From : \_\_\_\_\_  
(Parent/Guardian Name)

**NORMAL ROUTINE**

- Bus # \_\_\_\_\_
- Non-transported
- Parent Pick-Up
- GAPA (you must notify GAPA of any changes to dismissal).

**CHANGE TO NORMAL ROUTINE**

- Will be picked up early by \_\_\_\_\_ (person) at \_\_\_\_\_ (time).
- Please provide reason for early pick up: \_\_\_\_\_
- Parent Pick-up  going home with \_\_\_\_\_
- Non-transported \_\_\_\_\_
- Will be going home on their assigned Bus # \_\_\_\_\_
- Will be going to GAPA (You must also notify GAPA of any changes to dismissal).
  
- Other: \_\_\_\_\_

- This form should be sent in each day there is to be a change in regular dismissal procedures.
- Early pick-ups should occur no later than 2:45 p.m. during a regular school day and by 1:15 p.m. during an early dismissal day.

Parent/Guardian (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_