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**Elementary Student Special Event**  
**Sign-Out Policy—Revision**

Safety is our main concern for our elementary students, especially at bus time. It is very important that our transportation supervisor, bus drivers and office personnel know the students' afternoon bus destinations. Because not all families are submitting bus notes for these special events, we are implementing a policy revision to alleviate the issue.

**----- Policy Revision -----**

If a morning note is NOT written and submitted to the Elementary office, students will need to be dismissed directly from their buses after school. This will help eliminate possible errors. Parents will need to know their child's bus numbers to complete this process. Please discuss this with your children.

If you have any questions, please feel free to contact our Elementary Administrative Assistant, Ms. Tammey Rebb. We thank you in advance for your cooperation in this matter.