



Keystone Elementary School Parent Pick-Up Request Form

Please complete this form and return it to the Elementary Office at least two weeks prior to the start of school if you or another responsible adult (with your permission) will be picking your child up from school. Please remember students are only permitted to have one bus and one stop which cannot change on a daily or weekly basis.

Please list all children below

Child's Name

Homeroom

Child's Name

Homeroom

Child's Name

Homeroom

Child's Name

Homeroom

Child's Name

Homeroom

Parent(s) Name

Address

Home Phone

Work Phone

Cell Phone

Please list any person other than a parent who may pick your child up from school on a regular basis

Name

Relationship

Name

Relationship

My student's regular dismissal procedure will be:

_____ My child will be picked up daily.

_____ My child will be picked up on the following day/s each week. _____

_____ My child should ride the bus unless I notify the school otherwise.

Each family will be issued a parent pick-up number. Each child will receive a tag to attach to his or her back pack. You, the parent, will be provided with two cards with the corresponding number. You or the person picking your child up from school will be required to show your card to a dismissal monitor before your child will be released. All students being picked up from school will be dismissed from the cafeteria.

For Office Use Only

Student Number _____

Date Assigned _____

Number of Student Tags issued _____

Number of Parent Cards issued _____

Notes