

A Note to the Front Office

Date
Student First & Last Name
Home Room Teacher
Grade

EARLY RELEASE

Will be picked up early (**on or before 2:30pm**) by:
(Print Name of Person Picking Up)

(If not parent/ guardian they will be asked for their photo I.D and relationship to student)

REPORT AN ABSENCE

Was absent on: due to:
Healthcare Provider note is/is not attached

TRANSPORTATION CHANGE

Will be Dismissed by:-

- Car Rider
- Biker/ Walker
- Bus Number.....(MUST be registered for the bus)
- Daycare (state name of daycare provider).....

Please note this must be received by the Front Office on the day of dismissal change **by 2pm**. After 2pm, it will not be processed. Please either print this and send with your child in their backpack OR email directly to buckalewtransportation@conroeisd.net . Do NOT email your homeroom teacher.

Signed..... (Parent/ Guardian)

Print Name(Parent/ Guardian)