

ST. MICHAEL CATHOLIC SCHOOL

August ____, 20__

Dear Parents/Guardians:

There may be an occasion when the need arises for someone other than yourself to pick your child/children up from school. In order to honor your request, the permission form below must be filled out and the entire letter returned to the school with your child. ***Unless this form is on file your child/children will not be allowed to leave with anyone but a parent.*** Should you designate another person to pick your child/children up, please notify them that positive identification will be required when they come to pick up your child. Please understand that this procedure is established for the welfare and safety of our children. **Please make note of the regular school hours. PreK4 – Grade 8 begin at 7:45 a.m. PreK4 & K5 dismiss at 2:15 p.m., and Grades 1-8 dismiss at 2:30 p.m.**

Sincerely,

Miriam D. Jones

Mrs. Miriam D. Jones
Principal

PERMISSION FORM FOR SUBSTITUTE DRIVER

I/We give permission to _____ to pick
(Please print – Name(s) of Person(s))

up _____ in Grade _____.
(Please print – Student Name)

I certify that I have notified the person(s) named above that positive identification shall be required before my child/children can be released to them.

Date _____
Parent/Guardian Signature