



Oak Ridge Elementary School
Alternate Arrangements Request



Date: _____

Dear (Teacher's Name): _____

Student's Name: _____ Room #: _____

Today, my child will NOT take his/her regular bus home. S/he will be:

- Picked up by _____
- Staying after school for _____
- Getting off the bus with _____
(They ride the same bus) bus # _____
- Taking bus home with _____
Bus # _____
- This request is permanent (please explain) _____

- Today, my child needs to be dismissed at _____ o'clock
For (please explain) _____
S/he will be picked up by _____

Today, my child will NOT ATTEND Kids Kare but will be:

- Picked up by _____
- Staying after school for _____
- Taking bus home with _____
Bus # _____
- Other _____

Signature Parent/Guardian _____



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