



Marlboro Elementary School

Patricia Walsh
Principal

Dara Kaplan
Assistant Principal

Dear Parents/Guardians:

If it is necessary for you to pick your child up from school, please use the form below (or a note with the necessary information) and send it **each** day the pick-up will occur. Please remember the notes must be received in the Main Office **before 12 noon**. There is no "same day of the week list." A pick-up note is required each day you pick up.

The only exception is if your child is **always** picked up **every day**, then your child will be on the **daily walker/rider list**.

Parent/Guardian sign-out is in the back of the school, at our east (rear) entrance, outside the large gymnasium. Cars should be driven in a single line along the rear of the school and slowly move forward to the east (rear) entrance doors. Only the first four car lengths at the curb should allow children to get into vehicles on the sidewalk from the passenger side of the car. A staff member will escort children to the vehicle. At this time, to support safety protocols for our students, Parents/Guardians should not get out of their cars. School personnel will supervise children. To reduce congestion during dismissal and further ensure student safety, note that our playgrounds are not to be used until dismissal concludes at 3:30 PM each day.

Please make additional copies of this form in case you need them again. Forms are also available on our school website. Your cooperation will make the dismissal procedure swifter and safer. Thank you for your cooperation in helping us to keep your child safe.

STUDENT PICK-UP FORM

(Please print legibly)

Child's Name: _____ Date: _____

Teacher: _____ Grade: _____

This note is for **today only**.

This note indicates my child is a **daily walker/rider for the school year** unless a new form is completed and returned to school.

The person(s) listed below are listed in School Tool. **Photo identification is required.**

Name (Parent/Approved Contact): _____ Relationship _____

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Parent/Guardian Signature: _____