



# Dojo

## **IMPORTANT DOJO DISMISSAL CHANGE INFORMATION**

1. ALL MESSAGES MUST BE IN **PRIOR TO 3:00 PM DAILY**
2. DOJO DISMISSAL CHANGES **ARE NOT CHECKED AFTER 3:00 PM DAILY**
3. RECEIVED MESSAGES WILL RECEIVE A CONFIRMATION REPLY

## **DOJO MESSAGES FOR ANY DISMISSAL CHANGE MUST INCLUDE THE REQUIRED INFORMATION**

- BUS NUMBER
- FULL ADDRESS OF DROP OFF LOCATION
- NAME OF PERSON AT THE LOCATION
- CAR TAG MUST PROVIDE CAR TAG NUMBER
- OFFICE PICK UP MUST INCLUDE PICK UP PERSON IF OTHER THAN A PARENT. THIS PERSON MUST BE LISTED ON YOUR APPROVED PERSONS TO PICK UP LIST

## **FORMS OF COMMUNICATION FOR DISMISSAL CHANGES ARE BELOW**

- DOJO TO ATTENDANCE OFFICER
- PARENT NOTE TO TEACHER
- IN PERSON
- PHONE CALLS ARE NOT PERMITTED FOR DISMISSAL CHANGES UNLESS IT IS AN EMERGENCY