



2021-2022  
*Philipsburg Elementary School*  
*Parent Pick-Up Request Form*

Please complete this form and return it to the Elementary Office by Friday, September 3 if you or another responsible adult (with your permission) will be picking your child up from school on a regular basis. A regular bases means picking your child up multiple time during the school week. Please remember students are only permitted to have one bus and one stop which cannot change on a daily or weekly basis.

Please list all children below

Child's Name	Homeroom
Child's Name	Homeroom
Child's Name	Homeroom
Child's Name	Homeroom
Child's Name	Homeroom

Parent(s) Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Please list any person other than a parent who may pick your child up from school on a regular basis

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Each family will be issued a parent pick-up number. Each child will receive a tag to attach to his or her back pack that corresponds with the parent pick-up number. You, the parent, will be provided with two cards with the pick-up number. You or the person picking your child up from school will be required to show your card to a dismissal monitor before your child will be released. All students being picked up from school will be dismissed from the cafeteria.

The goal of this system is to allow parents to pick-up their students and leave the PE property as smoothly and safely as possible. Replacement of parent pick-up numbers will be \$1.00.

**For Office Use Only**

Student Number \_\_\_\_\_ Date Assigned \_\_\_\_\_

Number of Student Tags issued \_\_\_\_\_ Number of Parent Cards issued \_\_\_\_\_

Notes