

____/____/____
Month/Day/Year

Dear _____,
(Child's homeroom teacher)

Please allow _____ to be dismissed with
(Child's first and last name)

_____. He/she will be under the supervision
(Name of the person with whom your child will be leaving.)

of _____.
(Name of the supervising adult)

Sincerely,

(Parent or Guardian's Signature)