



PLAINEDGE PUBLIC SCHOOLS

John H. West Elementary School

499 Boundary Avenue

Bethpage, NY 11714

Edward A. Salina Jr., Ed D.
Superintendent of Schools

Sara Azizollahoff
Principal

STUDENT DISMISSAL PROCEDURES **2025-2026**

In an effort to ensure the safety of our students, we are asking that the Student Dismissal Form be filled out for ALL students, whether they walk home, take the bus home, or stay for STARS Enrichment.

Dear Parents/Guardians,

Please fill out the Student Dismissal Form on the reverse side of this paper, and return it to your child's teacher on September 2nd.

If you are picking your child up for early dismissal, it is essential that you **send a written note** to the teacher indicating the time that you will be picking your child up and your child will be called down to the Main Office when you arrive. In all grades, if your child is being picked up by someone other than his/her parent, or other than the people that you have indicated on the Student Dismissal Form, please make sure to send a written note to your child's classroom teacher in advance. In the event of an emergency, please call the main office prior to noon with any last minute changes. Teachers may not have the opportunity to check email or parent square messages throughout the day.

As always, all visitors must report to the Security Desk upon entering the building for all purposes. Please note that all visitors will be asked to provide a Government-Issued Photo ID for entrance into the building and for student release from school.

Sincerely,

Sara Azizollahoff
Principal

John H. West Elementary School

It is very important that dismissal stays consistent for the safety of your children. In order to avoid confusion and ensure that your child is placed on the correct line at the conclusion of the school day, please complete the following information and return to the Main Office.

Any changes to your child's dismissal should be in writing to the classroom teacher. If a phone call to the Main Office must be made for dismissal changes due to an emergency, please make every effort to call as early as possible. This will ensure that your child is in the correct place when they are dismissed.

STUDENT DISMISSAL FORM

Student: _____ Grade/Teacher _____

My child should be dismissed as follows:

_____ Walker
Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

_____ Bus # _____ (if you don't know your Bus # yet, leave it blank)
Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

_____ STARS Enrichment Program (Cafeteria)
Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

My child may be picked up by:

1. _____ Ph # _____ Relationship: _____

2. _____ Ph # _____ Relationship: _____

3. _____ Ph # _____ Relationship: _____

Do both parents have the right to release the child from school? YES _____ NO _____
(We must have legal documentation in order to exclude a parent.)

Parent/Guardian 1 (print): _____ Home#: _____ Cell #: _____

Parent/Guardian 2 (print): _____ Home#: _____ Cell #: _____

Parent/Guardian Signature: _____ Date: _____

**RETURN THIS FORM TO YOUR CHILD'S TEACHER on the first day
of school, Tuesday, September 2, 2025**