

Dear Parents,

We are starting to compile all of the information needed to ensure the safe delivery of your children to and from school for the 2011-12 school year.

On the reverse side of this letter is a *Carpool Information for End of Day Dismissal* Form which will allow us to prepare next year's pick up schedule. This form must be completely filled out and signed each year. Your carpool number will be available for pick-up at Meet Your Teacher Night on **August 25**. This number must be displayed on the rearview mirror of every car in the afternoon carpool line. Children cannot be dismissed in the normal carpool line without this form on file in the office. If you live within walking distance of the school, there is an alternate program for your child's dismissal. Please contact the school office if your family is a walking family.

Please complete the attached 2011-12 afternoon carpool form and return it to the school office by August 18. *Carpool numbers will be assigned in the order they are received.*

Throughout the school year, if it is necessary to make changes to your carpool instructions on a temporary basis, you must send in a Temporary Carpool Change Form or signed note to the school office. Any permanent changes to the carpool instructions require completion of a new Dismissal Form to be kept on file in the office.

The carpool number correlates to the assigned parking spot where each vehicle is to park while waiting for the students. The students are organized inside the school building in the same numerical order as the car parking spots.

If you have any questions or have any difficulty in filling out this form, please contact the school office at 703-737-0157.

Remember to sign your form! Thank you!

Parent/Guardian Name(s): _____

Phone: _____ Email: _____

Please list your child(ren)'s name(s) and 2011-12 school grade.

Student's Name	Grade

Please list the drivers for your child(ren). *Don't forget to include your own name and vehicle.*

Driver Name	Vehicle Plate Number & State	Other Student in Carpool Passenger(s)/Grade(s)	Comments

I understand that I must either send in a note and/or call the school office should it be necessary for any other person(s) to pick up my student(s). Any driver that does not have prior written permission to pick up a student must go to the school office and sign the child out.

1. How many carpool numbers do you need? _____

2. Do you have any special carpool requests? (There is no guarantee that requests can be fulfilled).

3. Are you looking for a carpool match? _____

If "yes," please provide your address information. Subdivision: _____ or

Landmark _____

Parent or Guardian Signature

Date