**Parent/Guardian Notification**

Provisions shall be made for written notification to parents or guardians at least one week prior to the annual early dismissal (Go Home Early) drill. Notice will be issued by building principals one week prior to the scheduled drill. Such notice will be mailed to the student’s last address of record. Where possible, enrolled siblings will be included on one notice.

# SAMPLE NOTIFICATION

**TO: PARENTS/GUARDIANS OF:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**ADDRESS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SUBJECT: EARLY DISMISSAL**

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District has scheduled its annual test of the **Early Dismissal Plan**

For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).

Students will be released **15 minutes earlier** than their normally scheduled time in order to test the early dismissal response of the **School Building Emergency Response Plan**.

Please make appropriate arrangements for the early arrival of your children as a result of this drill. Thank you.

Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_