



Wilmington Christian Academy

School Year 2023-2024

Change in Dismissal Form

Per the Handbook

“When a child is to ride home with someone other than the customary driver, including students who ride the bus, the parent must give advanced signed written permission (or permission via email) to the WCA office. This must specify the parent’s name, parent’s phone number, student’s name and the driver’s name and phone number. Driver’s name MUST be on “Student Pick-Up List”. Please also include the student’s “pick-up” number. A pass will be issued to the student.”

Parent/Guardian’s Name:

Parent/Guardian’s Phone Number:

Student’s Name:

Driver’s Name:

Driver’s Phone Number:

Student’s Pick-Up Number:

Date of the Change in Dismissal:

This form must be completed in its entirety. Advance notification means no later than the morning of the change. A copy will be made and given to the staff member that is handling your student’s dismissal. The driver has to be added to the “Student Pick-Up List”.

I understand and acknowledge the above.

Parent/Guardian Signature: _____

Date: _____