

2023 ~ 2024

Dear Parents/Guardian:

In order to do our best to keep our students as safe as possible, we are asking that each Parent/Guardian fill out the form below and return it to your child's teacher. Please choose a 4 or 5-digit number to be used as your child(ren)'s **Personal Identification Number** (PIN). Please choose a number that you can easily remember. Pin numbers are not saved from year to year. A new form is required for this school year.

Student messages and changes to dismissal must be submitted in writing, however, we understand emergencies do happen. Using this pin number will allow staff to take emergency messages or dismissal changes when they can't be submitted in writing.

Your cooperation in this matter is greatly appreciated. Please understand that we must do all we can to make West Intermediate a secure campus for all students.

Student Name: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

My child's 4 or 5 digit Personal Identification Number: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

Parent Signature: \_\_\_\_\_