



WEST ELIZABETH - JEFFERSON HILLS - PLEASANT HILLS

Dear Parent or Guardian,

July 22, 2019

In order to ensure the safest and most efficient methods for student dismissal, the West Jefferson Hills School District is continuing to use a system at the elementary and intermediate schools for those students who are being picked up at the end of the school day. The system will utilize car tags and backpack tags to identify students and ensure that they are released only to drivers who are approved to pick them up.

Enclosed, you will find an application for car riders. If your student will be a car rider for the 2019-2020 school year, please fill out the included application and submit it on or before August 9, 2019 to the office at Jefferson Hills Intermediate School located at 875 Old Clairton Road, Jefferson Hills, PA 15025. **You must fill out this form even if you had tags for the previous school year. You will receive new tags.** Tags may be picked up at Jefferson Hills Intermediate School on August 20, 2019 between the hours of 2:00 pm and 6:00 pm. If you are unable to pick up your tags at that time, please call the office at 412-655-4163 to arrange pick up at a later date and time.

Each car riding family will be issued **two car tags** at no cost to you with a number associated with your family. Additional tags may be purchased for a fee of \$2.00 **payable by check only** to the West Jefferson Hills School District. Each student will receive a backpack tag with their family number. Please encourage your children to memorize this number.

Car tags must be clearly displayed when entering the designated car rider pick-up area at each building. If you do not have your assigned car tag, you will be required to park in the lot and present identification to the office in order to pick up the requested student(s). At that time, we will confirm that you have permission to pick up the student(s) before allowing them to leave with you. If anyone else is picking up your child, you must give them your tag to present upon arrival. They will not need to provide any additional identification.

For the safety of our students, this policy will be strictly enforced. We appreciate your understanding and cooperation in this matter.



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West Jefferson Hills School District K-5 Car Tag Registration Form

Families will receive **2 tags at no cost**. Additional or replacement tags can be purchased for \$2.00 payable **by check only** to the West Jefferson Hills School District.

Student Information:

Child's Name	Grade	Building

*If your student is not a regular car rider, you may still provide written permission to the school office to pick him or her up in the event that you need to do so. You do not need to request car tags if you only plan to pick your child up a few times during the school year.

Number of **additional** tags requested _____ (check must be included)

Parent/Guardian Name: _____

Phone: _____

Parent/Guardian Signature

Date

OFFICE USE ONLY
Tag # _____