



WEST ELIZABETH - JEFFERSON HILLS - PLEASANT HILLS

Dear Parent or Guardian,

August 6, 2018

In order to ensure the safest and most efficient methods for student dismissal, the West Jefferson Hills School District is implementing a new system at the elementary and intermediate schools for those students who are being picked up at the end of the school day. The new 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 2018-2019 school year, please fill out the included application and submit it on or before August 14, 2018 to the office at Jefferson Hills Intermediate School located at 875 Old Clairton Road, Jefferson Hills, PA 15025. Tags may be picked up at Jefferson Hills Intermediate School on August 20, 2018 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 with a number associated with your family. Additional tags may be purchased for a fee of \$2.00 payable by check 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.

It is the policy of the West Jefferson Hills School District to not discriminate on the basis of sex, handicap, age, race, color, and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 5094 and Title VI. For information regarding services, activities, programs, and facilities that are accessible to and usable by handicapped persons or about your rights or grievance procedures, contact the Director of Human Resources at 412-655-8450 x2228.



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

Families will receive 2 tags. Additional or replacement tags can be purchased for \$2.00 payable by check to the West Jefferson Hills School District.

### Student Information:

Child's Name	Grade	Building

Student(s) will be picked up on the following days of week:

Monday  Tuesday  Wednesday  Thursday  Friday

Number of additional tags requested \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Tag # \_\_\_\_\_