

**APPENDIX D**

**DRILL NOTIFICATION**

The following notice will be issued by building principals one week prior to the scheduled drill. Such notices will be mailed to the student's last address of record. Where possible, enrolled siblings will be included on one notice.

**TO:** Parent or Guardian of: \_\_\_\_\_

ADDRESS:

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

**SUBJECT:** Early Dismissal

The \_\_\_\_\_ Central School District has scheduled its annual test of the Early Dismissal Plan for \_\_\_\_\_ (date).

Students will be released fifteen (15) minutes earlier than their normally scheduled time in order to test the early dismissal response of the District's Emergency Plan.

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

Thank you.

Principal