

Things to know about... Lance Thompson Elementary



Arrival & Dismissal

- Arrival begins at 7:15AM.
- Students must be **in their classroom** by 7:40AM, at which time the tardy bell rings.
- A student is considered tardy if he/she is not in his/her classroom by this time.
- Students will go straight to their classroom upon arrival.
- **Car drop off** will be in the front of school, and **buses** will drop off in the back of school.
- **Walkers** will only be dismissed out of the South doors at the front of the school. Teachers will escort students down the sidewalk and across the street.

Contact Information

Amy Howell Principal ahowell@nisdtx.org	Donae Raymundo Assistant Principal donae.raymundo@nisdtx.org
Ashley Smith Counselor asmith03@nisdtx.org	Leslie Johnson Office Manager Leslie.johnson@nisdtx.org

School Address

821 Hawks Way
Northlake, TX 76226



(817) 698-1800

Ride changes

Email or phone call must be provided to the office **prior to 2:00 p.m.** if your child's usual afternoon dismissal has changed. The office must be alerted of a ride change.

Emails can be sent to:

sarah.alexander@nisdtx.org
Katie.mcminn@nisdtx.org



Reliant Bus Service

(817) 698-1287

transportation@nisdtx.org



Report an absence

Please report all absences to your students teacher as well as our attendance clerk Katie McMinn. Absences must be reported in writing and can be emailed to katie.mcminn@nisdtx.org

Dr. notes should also be emailed to Katie McMinn

