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Thank you for your interest in our Ortho Limo service! Morgan Orthodontics will be providing complimentary service to and from your school for your child's next Orthodontic visit to our office!

We are excited to begin scheduling for our next limo in September 2021 (**information to follow as to which schools and which dates**). We understand families will not receive their school schedules until August, but completing these forms will ensure that your child has a reserved spot on the limo for their school, as this is done on a first come/first serve basis.

- 1.) Enclosed please find a **Request for Transportation Authorization document** as well as a sign up sheet reflecting your preferred email address (for video email), your child's name, grade and school for the 2021-2022 school year. Each of these documents must be completed, signed, and returned to participate in our limo program.
- 2.) Simply scan and email (info@morganorthodontics.com) OR fax ([703-723-5592](tel:703-723-5592))
- 3.) Upon receipt of these forms, we will send out the dates and times available for your school. We will do our best to work with your preferred time request and then email you with the confirmed appointment times.

IMPORTANT INFORMATION: It is the parent's responsibility to send a note in to school with your son/daughter that allows our office manager, Caroline Brandhagen (or another Morgan Orthodontics employee), to take your son/daughter to our office for their Orthodontic appointment (an example of the note is shown below). **Please note that without the signed note from YOU (the parent/responsible party) your son/daughter will NOT be allowed to leave the school and will miss their scheduled appointment.**

Sample note below – please **USE** your own words:

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Date

To whom it may concern:

_____ (your son/daughter's name) has my permission to be picked up today at school by Caroline Brandhagen from Morgan Orthodontics for his/her orthodontic appointment. He/She will be returning _____ (son/daughter name) to school after the appt.

Should you have any questions, please feel free to contact me at: (provide your cell #).

Thanks,

(Parent signature)

Sincerely,
Dr. Kelly Morgan, DMD, MS

