

**ROUND LAKE AREA SCHOOL DISTRICT - 116  
STUDENT TRANSPORTATION PROCEDURE**

Students must travel to and from all extra-curricular activities and events via transportation arranged by the District. A student who travels via other transportation shall not participate in the activity or event. **Exceptions to this procedure may be made for a student to travel home from an activity or event with their parent/guardian or other authorized adult if the following "Request for Alternate Transportation" form is properly completed and delivered to the coach/advisor of the activity/event no later than one day prior to the activity/event.**

**REQUEST FOR ALTERNATE TRANSPORTATION**

(Please Complete/Print Form & Sign/Date Below)

Activity/Event \_\_\_\_\_

Coach/Advisor Name \_\_\_\_\_

Student Name \_\_\_\_\_

I, \_\_\_\_\_, request that my child, name above, be excused from

riding the District bus/van on \_\_\_\_\_ so that \_\_\_\_\_

\_\_\_\_\_ can transport them to \_\_\_\_\_

\_\_\_\_\_ **Location (i.e. home, game, other activity)**

following the activity/event listed above. I agree that I assume full responsibility for my child's well-being and transportation following the activity/event listed above.

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Coach/Advisor Approval**

\_\_\_\_\_  
**Date**