



Transportation Release

Willoughby-Eastlake Schools Board of Education policy requires students who are participating in district sponsored events to be transported to and from such events by district transportation when the event is away from Willoughby Middle School. However, at parental request, the student may be transported to or from the event by the parent/legal guardian if and when special circumstances exist.

Parents/legal guardians who will be transporting their student to or from an away event must indicate their special request in writing. This form should be signed by the parent/legal guardian and returned to the Director of Athletics or their individual Coach of Willoughby Middle School **at least one day before the event** to be kept on file.

Coaches and/or teachers of the student must be notified of the parent's/legal guardian's desire to transport their student to or from the specific event.

I hereby notify the Director of Athletics that on

_____ it is necessary
to transport (day/date)

_____ to or from
(student's full name)

_____ due to the following reasons:
(specific activity/location)

I understand that the student becomes my responsibility and that Willoughby Middle School is released from their duty to transport my student to or from Willoughby Middle School.

Parent/Legal Guardian signature

Date

Approved Not Approved

Athletic Director, Principal or Asst. Principal

Date

9/2/14