

**SHIPPENSBURG AREA SCHOOL DISTRICT**

**REQUEST FOR**

**PRIVATE TRANSPORTATION FORM**

The present school policy states that under most circumstances, a student will not be transported in private cars for any reason. If there is a necessity for private travel to or from an event the **parent or guardian** must make such a written request to the Principal prior to the trip and receive written approval. The student will only be released to a parent or guardian for private transportation. This approval must be presented to the principal before they can release the student to the parent(s).

Student \_\_\_\_\_ Date of Event \_\_\_\_\_ Sport \_\_\_\_\_

Parent(s) or  
Guardian(s) \_\_\_\_\_

Parent(s) Phone Number \_\_\_\_\_

Location of Event \_\_\_\_\_

Who will be the designated person transporting your son/daughter?  
\_\_\_\_\_

Reason for requesting private transportation \_\_\_\_\_

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

Parent(s)/Guardian(s) signature \_\_\_\_\_ Date \_\_\_\_\_

Approved    Disapproved    (circle one)

Principal/Athletic Director \_\_\_\_\_

Date \_\_\_\_\_