

**Billings Public Schools
Alternate/Return Travel Request Form**

I, the undersigned parent of _____, understand the following Billings Public School Policies and procedures regarding student out of town activity travel:

- Travel by private transportation to an out of town event is not permitted.
- Unless in the case of an emergency, as determined by the coach/advisor, return private transportation with anyone other than the student's parents/guardians is strictly prohibited.
- Travel by private transportation rather than school assigned carriers, back to Billings after an out of town event is prohibited unless approved in advance.
- When out of town, a coach or advisor may release a student to a parent, but only in a face-to-face meeting with the parent if prior written approval has not been obtained.
- Coaches reserve the right to refuse requests by players to leave their teams after an event if, in the coaches opinion, it serves the best interest of the individual or the program to do so.
- Special circumstances travel requests by parents should be directed to the building principal.

I understand that if I have arranged, through prior written approval or through a face-to-face meeting with a coach or advisor, to transport my son/daughter from an out of town site, the duty and responsibility of the school, coach/advisor, and Billings Public Schools has ended when my child is released to my care. I also release and discharge the District, to the full extent permitted by law, from any and all claims arising out of the alternate transportation arrangements made by me for my child.

I hereby request permission from the school, and grant my own permission for the above listed student to use alternate transportation as outlined below.

Date of Trip _____ Event _____

Reason for Request _____

Description of Alternative Transportation _____

Parent/Guardian Signature

Date

Coach/Advisor/Principal Signature

Date