Lyon County Elementary School

Transportation Procedures

Changes in your child's normal method of transportation may be sent to the following e-mail address:

elem.transportation@lyon.kyschools.us

The following information must be listed in your transportation change:

***Student's first and last name**

***Student's homeroom teacher**

***If a student rides a bus that is not his/her own, you must provide the address of drop-off location. If you know the bus number, please provide that as well.**

***If picking your student up from school, please indicate if you will go through car line or pick up at the front lobby**

***If a situation arises that someone other than those on your student's pick-up list must pick up your student, you must provide the name and telephone number of the person picking your student up from school. Please be advised that the person will be asked to provide proper identification.**

Hand-written notes may be sent with your student and turned in to the office, but it is recommended that changes be sent to the above address.

For the safety of our students, changes will not be taken over the phone. All changes must be in writing.

We will give you a courtesy response that your email was received. If you have not gotten a reply by 2:00 p.m., please call the office at the number listed below.

Changes *MUST* be in by 1:00 p.m.—NO EXCEPTIONS other than *true* emergencies. If you have an emergency situation after 1:00 p.m., you will need to call the school office at 270-388-9715 ext. 300 to make arrangements with staff.