



**APPROVAL REQUEST FORM
STUDENT-ATHLETE NOT TRAVELING WITH TEAM**

The athletic department requires that student-athletes travel to and return from an athletic-related event with the team unless special circumstances exist. The head coach and his or her supervising administrator must approve the special circumstance according to the following policies:

1. The student-athlete will be traveling with a parent or guardian.
2. The student-athlete has completed this form at least 24 hours before travel and submits it for approval to the head coach. If the 24-hour timeline cannot be accommodated under unique circumstances, the decision is at the discretion of the responsible party (head coach or Athletic Director), but the form must still be completed before departure from an event site.
3. After the form is signed by the head coach or supervising administrator, a copy is submitted to the athletic office and kept on file for one year.
4. For multiple requests, the approval form must be completed for each trip. No blanket approvals will be made.

Student-Athlete Name: _____

Sport: _____

Date: _____

Event Type & Location: _____

Reason for alternative transportation with parents or guardian: _____

I, _____, understand that the athletic department, its administrators, coaches, staff, and personnel are not responsible or liable for me after the event has concluded and I depart from this event by other means.

Student-athlete signature: _____ **Date:** _____

Parent/Guardian signature: _____ **Date:** _____

Head Coach signature: _____ **Date:** _____

Supervising Administrator signature: _____ **Date:** _____