



Transportation Department

616 Preston Drive

Kingwood, WV 26537

Phone: (304) 329-2524 Fax: (304) 329-3696

REQUEST FOR ALTERNATE BUS ASSIGNMENT

(Only use this form in the event of an alternate location. One alternate location is permissible.)

Fillable form on website can be saved and emailed to leonard.lenhart@k12.wv.us or be given to school secretary.

_____ *Date*

I am requesting permission for my son/daughter, _____

Name of Student

to ride bus # _____ to _____

(Address)

from _____ school. My child will be received

by _____, phone # _____, who

Name of Care Giver

will accept responsibility for his/her care at that time.

This request remains in effect from _____ to _____.

Date

Date

This request is necessary due to: _____ (please circle dates and/or times)

Monday

Tuesday

Wednesday

Thursday

Friday

AM/PM

AM/PM

AM/PM

AM/PM

AM/PM

During the time of transport I may be reached at _____,

Location

Phone

Parent Signature

Home Phone

Approved _____ Denied _____

Transportation Director
Leonard "Jason" Lenhart

Effective July 2017
Updated 1/1/20