

TRANSPORTATION REQUEST

****To be submitted to Building Administrator at least six weeks in advance other than special circumstances****

Purpose of Trip _____

Date of Trip _____ Group _____ Nos. to transport _____

****Place or Destination** _____ **Approx. miles one way** _____

Leave school at _____ to be at destination by _____

Leave field trip side at _____ to be at school by _____

IF FIELD TRIP: HAS THIS TRIP BEEN APPROVED BY YOUR BUILDING ADMINISTRATOR? ___Yes ___No
HAS STUDENT LIST BEEN SENT TO THE ATTENDANCE OFFICE? ___Yes ___No

IF CONFERENCE: HAS CONFERENCE REGISTRATION BEEN COMPLETED? ___Yes ___No

Staff member in charge: _____/Substitute required: ___Yes ___No

Other Chaperones: _____/Substitute required: ___Yes ___No

Other issues (e.g. eating plans, side trips, handicapped child, medical issues):

Request made by _____ Date: _____ Approved by _____ Date: _____
Area Admin.

(**Attach map, parking instructions or such as applicable)

For District Office & Garage Use

Trip approved by _____ Date Approved _____
District Office Administrator

Type of vehicle to be assigned: ___Small Bus ___Large Bus ___Suburban ___Handicap Bus

Assigned buses _____ Drivers _____

Comments, Concerns, Directives: _____

CC: Nurse, Tracy Sullivan

Elementary School Checklist: Please complete the separate Elementary Field Trip Checklist. A copy of this checklist (form) can be obtained at the elementary office or from Elizabeth McKenzie.

Middle and High School Checklist:

- (1) Notify Nurse _____
- (2) Notify Parents _____
- (3) Permission Slips _____
- (4) Bus Request _____
- (5) Notify Building Office _____ (if substitute required)
- (6) Notify Attendance _____ (list of students attending)
- (7) Notify Cafeteria _____ (number of students attending)

Notify S. Parish if Arts in Education Funding Source _____