

Request for FIELD TRIP Approval

Step 1: For the Teacher, fill out "Request for Field Trip Approval" Section & "Request for Bus Transportation" Section (if needed); save this form to your T drive; then email it as an attachment to your principal.

Requested by:			
Date of Trip:		Date of Request:	
Destination:			
Reason for Trip:			
Step 2: For the Principal , type "XX" in the appropriate box; insert your digital signature; save this form to your Trip Folder; then email it as an attachment to Dave Morrison. Digital Signature of Principal			Approved:
			Denied:

Principal's approval does NOT guarantee the availability of a bus or driver.

If a bus is required, fill out the Request for Bus Transportation below!!
PLEASE make requests for trip **AT LEAST TWO WEEKS** in advance!!
FAILURE to do so could mean **you won't have a bus!!**

Request for Bus Transportation

Person Making Request:		Date:	
Group:			
Grade(s):		# of Students:	
		# of Adults:	
Departure			
Date:		Time:	am: pm:
Return			
Date:		Time:	am: pm:
Number of buses needed:		Is a wheelchair accessible bus needed?	yes: no:
Do the bus & driver need to stay at the destination between arrival & departure?		yes:	no:
REASONS if driver needs to stay:			

For use by Transportation Director ONLY

Driver Assigned:		Bus #:	
Comments:			
Step3: For Transportation Director , fill in the appropriate boxes; insert your digital signature; save this form to your Trip Folder; then email it as an attachment to the Teacher. Digital Signature of Transportation Director:			