

# REQUEST FOR SCHOOL TRIP

TEACHER \_\_\_\_\_

DATE: \_\_\_\_\_

GRADE OR GROUP \_\_\_\_\_

DATE OF TRIP \_\_\_\_\_

# OF STUDENTS \_\_\_\_\_

DESTINATION \_\_\_\_\_

SPECIFIC PURPOSE OF TRIP \_\_\_\_\_

# OF TRIPS THIS GROUP HAS MADE THIS YEAR \_\_\_\_\_

METHOD OF TRANSPORTATION: \_\_\_\_\_

MILEAGE \_\_\_\_\_

## TO BE COMPLETED BY TEACHER OR PRINCIPAL

# OF BUSES NEEDED \_\_\_\_\_ TIME OF DEPARTURE \_\_\_\_\_ TIME OF RETURN \_\_\_\_\_

DRIVER \_\_\_\_\_ SUPERVISOR \_\_\_\_\_ SAFETY COUNCIL MEMBER \_\_\_\_\_

DRIVER \_\_\_\_\_ SUPERVISOR \_\_\_\_\_ SAFETY COUNCIL MEMBER \_\_\_\_\_

DRIVER \_\_\_\_\_ SUPERVISOR \_\_\_\_\_ SAFETY COUNCIL MEMBER \_\_\_\_\_

( ) APPROVED ( ) NOT APPROVED FOR THE FOLLOWING REASON(S) \_\_\_\_\_

PRINCIPAL'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERINTENDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**YOU MUST FILL OUT THIS FORM COMPLETELY AND GET APPROPRIATE SIGNATURES. SEND THIS TO CENTRAL OFFICE FOR APPROVAL AND THEN YOU MAY PROCEED WITH YOUR TRIP PLANS**