

# FIELD TRIP REQUEST FORM

You will be sent an email notifying you when your trip has been approved. Requests are to be submitted to the Administrative Office at least ***two weeks in advance***. A permit must be obtained for all out of district trips. Please fill out request **\*COMPLETELY\*** - **TBA** for any of the fields may not be used and will be returned. Please fill in "hour" and circle "minute" and AM or PM (must use 1/4 hour increments)

In case of an emergency, call (440)834-3380 Ext 2101, Ext 2111, or Ext 2112 to report the nature of the delay or problem.

If your trip has been cancelled or delayed please call transportation at (440)834-3380 Ext 2111 or Ext 2112 two days prior to your trip or as soon as you know.

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Name of Advisor/Teacher(s): \_\_\_\_\_

Class: \_\_\_\_\_ Level: \_\_\_\_\_

Building: \_\_\_\_\_ Transportation Expenses Covered by: \_\_\_\_\_

Number of Students taking trip: \_\_\_\_\_ Number of adults: \_\_\_\_\_ Number of Buses: \_\_\_\_\_

Destination: \_\_\_\_\_

Address: \_\_\_\_\_

Day of Trip: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Bus arrival time at Bldg: \_\_\_\_\_ :00 :15 :30 :45 AM / PM Departure time from Bldg: \_\_\_\_\_ :00 :15 :30 :45

Start time of Event: \_\_\_\_\_ Time of return to bldg: \_\_\_\_\_ :00 :15 :30 :45 AM / PM

Do you plan to stop to eat? \_\_\_\_\_ Yes \_\_\_\_\_ No If "yes" prior approval must be obtained, (**NO exceptions**), and address must be provided

Restaurant Name/Address: \_\_\_\_\_

Please refer to coach/teacher transportation handbook for restrictions

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Approved: \_\_\_ Denied: \_\_\_ by: \_\_\_\_\_ Date: \_\_\_\_\_

Principal

Approved: \_\_\_ Denied: \_\_\_ by: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent

Acknowledged by: \_\_\_\_\_ Date: \_\_\_\_\_

Transportation Supervisor