



# FIELD TRIP REQUEST

To: Houston County Board of Education Date: \_\_\_\_\_  
From: \_\_\_\_\_ School: \_\_\_\_\_  
I/We request approval to carry a school group on a field trip as described below:  
Group/Grade/Account #: \_\_\_\_\_ Total # passengers: \_\_\_\_\_

**COMPLETE APPROPRIATE BLOCK**

<b>TRIP DURING SCHOOL HOURS: 8 AM-2:30 PM</b> DATE OF TRIP: _____ DEPARTURE TIME: _____ RETURN TIME: _____	<b>TRIP OUTSIDE REGULAR SCHOOL HOURS</b> DEPARTURE DAY AND TIME: _____ RETURN DAY AND TIME: _____ TOTAL HOURS OF TRIP: _____
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**COMPLETE ADDRESS OF DESTINATION:** NAME: \_\_\_\_\_  
STREET: \_\_\_\_\_  
CITY & ZIP: \_\_\_\_\_  
PURPOSE: \_\_\_\_\_

Number of buses requested: \_\_\_\_\_ Mileage One Way: \_\_\_\_\_ Van(s): \_\_\_\_\_  
It is understood that no group is authorized to make this trip until this request has been processed.

Step 1. Approval by Principal: \_\_\_\_\_ Date: \_\_\_\_\_  YES  NO

Step 2. SCHOOL IS TO NOTIFY TRANSPORTATION WHEN PRINCIPAL APPROVED  
Transportation Fax: 289-4843 Phone: 289-4293

Step 3. Send request to Central Office

Step 4. Approval by Director of Schools: \_\_\_\_\_ Date: \_\_\_\_\_  YES  NO

Step 5. **FOR CENTRAL OFFICE USE ONLY**  
TOTAL FOR MILEAGE: \_\_\_\_\_  
TOTAL FOR DRIVER: \_\_\_\_\_  
TOTAL: \_\_\_\_\_

Step 6. CENTRAL OFFICE SEND COPY OF APPROVED REQUEST TO TRANSPORTATION AND SCHOOL