

STUDENT TRAVEL AUTHORIZATION – TRANSPORTATION REQUEST

DUE TO PRINCIPAL AT LEAST 14 DAYS IN ADVANCE OF TRIP
(30 DAYS IN ADVANCE OF OVERNIGHT TRIP, TO ENSURE BOARD APPROVAL)

Field Trip Extended Field Trip (Pg 1&2) ASB Activity Other

Submitted by: (teacher/advisor/coach) Date of Request:

For Class/Student Group: (include grade level) Person in Charge:

Date of trip(s): Departure time: am/pm

Destination(s): Return time: am/pm

Address City/State Zip Code Contact name/Phone

of Students: # of Approved Chaperones: Ratio: 1 Adult per 8 Students

Funding Source: Description

Charge to: Account Code

Note: Chaperones must be 21 years of age or older

Estimated Costs of Trip/Activity: Transport: \$ Subs: \$ Student Contribution: \$ (per person out of pocket cost) Other: \$ (description of other costs)

FIELD TRIP (Attach additional details to this form):

Reason for trip (List educational purpose of the trip, objectives/activities planned):

How will students be transported?: District Bus District Van Other

Yes No -- Substitute(s) required? Yes How many?

Yes No -- Sample itinerary and parent permission slip attached?

Yes No -- Food Services notified?

Yes No -- Additional staff to provide assistance for special ed student(s)?

If Yes for Special Ed, list student(s):

DISTRICT TRANSPORTATION REQUEST: Bus Transport estimated # District Van estimated #

of Student(s) in Wheelchair: *Ferry Required -- Yes No Which Terminal(s)?

Sailing Departure Time: Sailing Return Time:

Ferry Request Form Completed Other Information:

*(WSDOT requests notification 72 hours in advance of all school travel by ferry - bus, van, or walk-on; must include estimated # of students under 90 lbs.)

Building Approval:

District Approval (out-of-state/overnight trips):

(Principal) (Date)

(Superintendent/Designee) (Date)