

# Student Travel Request Form

## Travel Category

Trip #: \_\_\_\_\_

- Academic Field Trip
- Athletic Field Trip
- Academic Overnight Field Trip
- Athletic Overnight Field Trip
- Special Olympics

## Category

Academic/ Name of Class or Club \_\_\_\_\_

Athletic/ Name of Sport \_\_\_\_\_ Event Type \_\_\_\_\_

## Method(s) of Transportation

- Transportation by NMUSD Bus (Including Charter Bus) or District Van
- School Van
- Walking
- Private auto provided/ driven by parent or guardian for transportation to event and/or from event back to school
- Other (plane, train, boat, etc.) If other selected, provide details in the comments field below:

If NMUSD Transportation is used, this request will need to be entered into the transportation system when it is open for Board approval date in the comments.

Destination \_\_\_\_\_

Address \_\_\_\_\_

Are there multiple destinations on this trip?  YES  NO

## Date and Time

Departure Date \_\_\_\_\_ Time: Leave from school \_\_\_\_\_ Arrival at event \_\_\_\_\_

Return Date \_\_\_\_\_ Time: Leave from event \_\_\_\_\_ Arrival back at school \_\_\_\_\_

## Trip Information

Number of Students \_\_\_\_\_ Grade \_\_\_\_\_

Number of Teachers/ Chaperons on this Trip \_\_\_\_\_

Number of Teachers/ Chaperons on the Bus \_\_\_\_\_

Number of wheelchairs \_\_\_\_\_

Nutrition Services Lunches Required \_\_\_ YES \_\_\_ NO = Total \_\_\_

**Nature of Activity**

Include educational value, summary of trip goal, content standard, and curriculum objective. Approval of the trip could be denied if this information is not fully included.

Comments (Special Requests, etc.)

**Trip - Contact Information**

Teacher \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

**School - Contact Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_