

## FIELD TRIP REQUEST FORM

### Instructions

1. Consult Field Trip Guidelines in District Policy Manual prior to completing form.
2. Please email "DO-Field Trips" with any questions.
3. Field Trip Request must be submitted to Transportation Department at least 10 working school days prior to date of trip.
4. Permission Slips must be obtained in connection with all student travel.
5. All Field Trips (both Kyrene School District buses and outside carriers) must be scheduled through the Kyrene Transportation Department. Kyrene buses are available between the hours of 9:15am and back at the home school at 1:15pm.

### GENERAL TRIP DETAILS & INFORMATION

DATE SUBMITTED: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_  
 TRIP NAME: \_\_\_\_\_ TRIP DATE: \_\_\_\_\_  
 REASON FOR TRIP: \_\_\_\_\_  
 EDUCATIONAL PURPOSE: \_\_\_\_\_

PO/REQ NUMBER: \_\_\_\_\_ FEE FOR FIELD TRIP \_\_\_\_\_ Y \_\_\_\_\_ N  
 ENTRANCE FEES Students \$ \_\_\_\_\_ Adults \$ \_\_\_\_\_  
 TRANSPORTATION \_\_\_\_\_ # Hours At \$ \_\_\_\_\_ Per Hour = \_\_\_\_\_ x # of Buses = \_\_\_\_\_  
 ESTIMATED COST NOTE\*\* Elementary = 60 passengers per bus Middle School = 50 passengers per bus  
 WILL GROUP MISS LUNCH PERIOD? YES \_\_\_\_\_ NO \_\_\_\_\_

### ORIGIN INFORMATION

TRIP ORIGIN: \_\_\_\_\_  
 DEPARTURE TIME: \_\_\_\_\_ RETURN TIME: \_\_\_\_\_

### DESTINATION INFORMATION

DESTINATION: \_\_\_\_\_  
 DESTINATION ADDRESS: \_\_\_\_\_  
 ARRIVAL TIME: \_\_\_\_\_ DEPARTURE TIME: \_\_\_\_\_

### PASSENGER & VEHICLE COUNTS

ADULTS \_\_\_\_\_ STUDENTS \_\_\_\_\_ WHEELCHAIRS \_\_\_\_\_ # of BUSES \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_

NOTES, COMMENTS, REQUESTS: \_\_\_\_\_

TEACHER \_\_\_\_\_ DATE \_\_\_\_\_ PRINCIPAL \_\_\_\_\_ DATE \_\_\_\_\_