

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: October 8, 2012

AGENDA ITEM No. 12-10-07

ACTION: (Y/N) Y

SUBJECT: Overnight School Trip Request(s)

INFO. CONTACT: Dr. Denise Morton PHONE: 919-732-8126

- ATTACHMENTS:
1. Orange High School Future Farmers of America
 2. Gravelly Hill Middle School Band Students
 3. A.L. Stanback Middle School
 4. Orange and Cedar Ridge High Schools Robotics Club
-

PURPOSE: To request the Board of Education approve these overnight school trips.

BACKGROUND:

1. Orange High School Future Farmers of America (FFA) officers plan to travel to Indianapolis, Indiana on October 24-27, 2012 to participate in the National FFA Leadership Conference. Eleven students will be out of school for three days.
2. The seventh and eighth grade band students at Gravelly Hill Middle School have the opportunity to travel to Chicago, Illinois to participate in the Midwest international Band/Orchestra Clinic. This clinic will take place on December 17-20, 2012. Approximately 63 students will be out of school for five days.
3. Students at A. L. Stanback are being offered an opportunity to travel abroad to Rome, Italy and Athens, Greece during Spring Break, 2013. This is on a voluntary basis and is being arranged through EF Educational Tours.
4. The Robotics Club which consists of students from both Orange and Cedar Ridge High School students. The Robotics club will be traveling to Columbia, South Carolina on October 12-13, 2012. Twenty-three students will not miss any days of school.

FINANCIAL IMPACT: None

RECOMMENDATION: The Superintendent recommends the Board of Education approve these overnight school trip requests.

Orange County Schools School Trip Approval Request Form

Day school trip requests must be submitted to the principal for approval at least 15 calendar days before the day of the proposed trip. Overnight school trip requests must be submitted to the principal 15 days prior to trip and forwarded to the Chief Academic Officer 10 calendar days prior to the next scheduled Board of Education meeting.

Section A: General Information

School/Department/Grade Level: OHS Ag Dept
School Trip Sponsor: OHS FFA
Phone & Extension: 919-732-6133 ext 20601
Purpose of Trip: National FFA Convention
Destination: (Name) Indianapolis, Indiana

School Trip Dates: 10/24- 10/27/12
Number of Students: (Attach List) 8
Number of Staff Chaperones: (Attach List) 2
Number of Non-Staff Chaperones: (Attach List) 1
Other Persons to be Transported: none
Total Transported: 11

Section B: Type of Trip (check all that apply)

- Regular School Day – Principal Approval Required
- Athletic Event (Day) – Principal Approval Required
- Overnight Trip – Chief Academic Officer and School Board Approval Required (Both in and out of state) Yes
- Out-of-State Trip (Day) – Chief Academic Officer Approval Required Yes
- International Trip - Chief Academic Officer and School Board Approval Required

Section C: Mode of Transportation

- Walking
- Activity Bus
- Privately Owned Vehicle (X)
- Airplane*
- Charter Bus*
- Name of Charter Company:

*The company must be on the approved list provided by the OCS Transportation Department. The school is responsible for contacting transportation in order to have the charter vehicle inspected prior to departure.

Section D: Scheduling and Trip Associated Costs

Departure Date: 10/24/12 Return Date: 10/27/12
Departure Time: 7:00 am Return Time: 8:00pm
Departure Location: OHS Return Location: OHS
Number of district buses requested: 1

Projected Total Cost of Trip:
Cost Per Student: \$150.00 Cost Per Adult: \$ 150.00
Is Financial Assistance Available: X Yes ___ No
Source of Financial Assistance: FFA boosters

FORM A

Section E: Additional Information Required

Please describe the educational benefit of the proposed school trip and the specific connection to the North Carolina Standard Course of Study.
Gain leadership skills to bring back to our chapter for use on a larger scale service learning project titled "Feed the Hungry".

Identify an Orange County Schools employee with current CPR, First Aid and Medication Certification that is participating in this school trip: R. Wagoner
If transporting students in privately owned vehicles, please list the names of the drivers: Dave Gibbs, Rusty Wagoner

Non-Staff Chaperones (*Background checks required*): Dave Gibbs

Are there any hazardous conditions or travel advisories of which you are aware of or are there any safety concerns in the area of the trip destination? Please describe.
None

Lodging Arrangements: Name of hotel/facility: Ramada Inn, 6990 East 21st st. Indianapolis IN Address
Phone 1-317-359-5341

Section F: Parent Permission

Written parental permission for students to travel is required. A copy of the permission form must be attached for all school trips as well as a copy of additional information provided to parents.

Person completing this request: Signature: Rusty Wagoner Position Ag teacher Date 9/12/12

Section H: Authorization

Approved

Disapproved

Principal:

[Signature]

Date:

Approved

Disapproved

Chief Academic Officer:

[Signature]

Date: 10-2-12

Approved

Disapproved

Date Approved/Disapproved by School Board:

NOTES:

School trips are subject to cancellation due to unforeseen problems.
Cancellation decisions will be made based on the most current information available such as weather, road conditions, etc.
The School Trip Sponsor should have directions to location and should provide these directions to the front office and bus driver.
The School Trip Sponsor must ensure district buses are clean upon return. Open food and drinks are prohibited on district buses.
Principals will be expected to give careful consideration prior to approving school trips.

ORANGE COUNTY SCHOOLS School Trip Approval Request Form

Day school trip requests must be submitted to the principal for approval at least 15 calendar days before the day of the proposed trip. Overnight School trip requests must be submitted to the principal 15 days prior to trip and forwarded to the Chief Academic Officer 10 calendar days prior to the next scheduled Board of Education meeting.

SECTION A: General Information

School Trip Dates:	<input type="text" value="December 17, 2012"/>	to	<input type="text" value="December 20, 2012"/>	
School/Department/Grade Level	<input type="text" value="Gravelly Hill/Band/7-8"/>	Number of Students (Attach List)	<input type="text" value="63"/>	
School Trip Sponsor	<input type="text" value="Arris Golden"/>	Number of Staff Chaperones (Attach List)	<input type="text" value="4"/>	
Phone & Extension	<input type="text" value="245-4050, extension 32801"/>	Number of Non-Staff Chaperones (Attach List)	<input type="text" value="22"/>	
Purpose of Trip	<input type="text" value="Attend and perform as clinic band/demonstration group at the Midwest International Band/Orchestra Clinic"/>		Number of Other Persons (Attach List)	<input type="text"/>
Destination (Name & City)	<input type="text" value="Chicago, IL"/>		Total Number Transported	<input type="text" value="85"/>

SECTION B: Type of Trip (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Regular School Day - Principal Approval Required | <input type="checkbox"/> Out of State Trip - Chief Academic Officer Approval Required |
| <input type="checkbox"/> Athletic Event (Day) - Principal Approval Required | <input type="checkbox"/> International Trip - Chief Academic Officer and School Board Approval Required |
| <input checked="" type="checkbox"/> Overnight Trip - Chief Academic Officer and School Board Approval Required <i>(Both in and out of state)</i> | |

SECTION C: Mode of Transportation

- Walking
- Activity Bus
- Privately Owned Vehicle (list drivers on page 2)
- Airplane
- Charter Bus*

Name of Charter Company or Airline

*The company must be on the approved list provided by the OCS Transportation Department. The school is responsible for contacting transportation in order to have the charter vehicle inspected prior to departure.

SECTION D: Scheduling and Trip Associated Costs

Departure Date	<input type="text" value="December 17, 2012"/>	Return Date	<input type="text" value="December 20, 2012"/>
Departure Time	<input type="text" value="7:00 pm"/>	Return Time	<input type="text" value="12:00 am"/>
Departure Location	<input type="text" value="GHMS"/>	Return Location	<input type="text" value="GHMS"/>
Number of District Buses Requested	<input type="text" value="0"/>		
Projected Total Cost of Trip	<input type="text" value="\$ 25,400"/>		
Cost per Student	<input type="text" value="\$ 350"/>	Cost per Adult	<input type="text" value="\$ 350"/>
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Source of Financial Assistance	<input style="width: 100%;" type="text" value="Fundraising through Band Boosters
Scholarships through local donors"/>		

NOTES: School trips are subject to cancellation due to unforeseen problems. Cancellation decisions will be made based on the most current information available such as weather, road conditions, etc. The School Trip sponsor should have directions to location and should provide these directions to the front office and bus driver. The School Trip Sponsor must ensure district buses are clean upon return. Open food and drinks are prohibited on district buses. Principals will be expected to give careful consideration prior to approving school trips.

SECTION E: Additional Information Required

Please describe the educational benefit of the proposed school trip and the specific connection to the North Carolina Standard Course of Study.

Students will perform for others, on instruments, fundamental techniques and exercises that are designed to improve the instructional process for middle school level bands. These exercises were designed by our clinician, Dr. John Pasquale (The University of Michigan, Ann Arbor) over a period of 3 years and our students will be demonstrating them for an audience of their peers, their parents, and for other band directors.

Identify an Orange County Schools employee with current CPR, First Aid and Medication Certification that is participating in this school trip.

Arris Golden
Patricia Hughes

If transporting students in privately owned vehicles, please list the names of the drivers.

N/A

Staff Chaperones

Arris Golden Racquel Harris
Patricia Hughes Amy Richardson

Non-Staff Chaperones
(Background checks required)

Please see the attached list.

Background Checks
Verified by Principal

Are there any hazardous conditions or travel advisories of which you are aware or are there any safety concerns in the area of the trip destination? Please describe.

None at this time.

What precautions have you taken or are you taking to ensure the safety of the students and chaperones?

First aid kit
Fire extinguisher on bus
Listing of student medical needs/student medical forms
Listing of hospitals/emergency rooms/urgent care facilities on our route and in our area upon arrival in Chicago

Lodging Arrangements: Name of Hotel/Facility

Hilton Garden Inn Magnificent Mile

Address 10 E. Grand Avenue, Chicago, IL 60611

Phone (312) 595-0000

SECTION F: Parent Permission

Written parental permission for students to travel is required. A copy of the permission form must be attached for all school trips as well as a copy of additional information provided to parents.

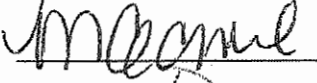
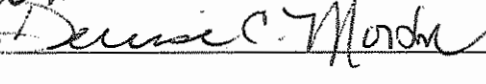
SECTION G: School Trip Approval Request Form Submission Print this form and sign/date below before submitting to appropriate administrators.

Signature of Person Completing This Request  Position Teacher Date 8/21/12

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal _____

Principal  Principal Initials _____ Date 8/23/12
Chief Academic Officer  Date 8-2-12
Date Approved/Disapproved by School Board _____

PLEASE NOTE: When printing this form, choose "Landscape" as your orientation so that it prints correctly.

ORANGE COUNTY SCHOOLS School Trip Approval Request Form

Day school trip requests must be submitted to the principal for approval at least 15 calendar days before the day of the proposed trip. Overnight School trip requests must be submitted to the principal 15 days prior to trip and forwarded to the Chief Academic Officer 10 calendar days prior to the next scheduled Board of Education meeting.

SECTION A: General Information

School Trip Dates: to

School/Department/Grade Level Number of Students (Attach List)

School Trip Sponsor Number of Staff Chaperones (Attach List)

Phone & Extension Number of Non-Staff Chaperones (Attach List)

Purpose of Trip Number of Other Persons (Attach List)

Destination (Name & City) Total Number Transported

SECTION B: Type of Trip (check all that apply)

- Regular School Day - Principal Approval Required
- Athletic Event (Day) - Principal Approval Required
- Overnight Trip - Chief Academic Officer and School Board Approval Required (Both in and out of state)
- Out of State Trip - Chief Academic Officer Approval Required
- International Trip - Chief Academic Officer and School Board Approval Required

SECTION C: Mode of Transportation

- Walking
- Activity Bus
- Privately Owned Vehicle (list drivers on page 2)
- Airplane
- Charter Bus*

Name of Charter Company or Airline

**The company must be on the approved list provided by the OCS Transportation Department. The school is responsible for contacting transportation in order to have the charter vehicle inspected prior to departure.*

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SECTION D: Scheduling and Trip Associated Costs

Departure Date Return Date

Departure Time Return Time

Departure Location Return Location

Number of District Buses Requested

Projected Total Cost of Trip \$

Cost per Student \$ Cost per Adult \$

Is Financial Assistance Available? Yes No

Source of Financial Assistance

NOTES: School trips are subject to cancellation due to unforeseen problems. Cancellation decisions will be made based on the most current information available such as weather, road conditions, etc. The School Trip sponsor should have directions to location and should provide these directions to the front office and bus driver. The School Trip Sponsor must ensure district buses are clean upon return. Open food and drinks are prohibited on district buses. Principals will be expected to give careful consideration prior to approving school trips.

SECTION E: Additional Information Required

Please describe the educational benefit of the proposed school trip and the specific connection to the North Carolina Standard Course of Study.

Global awareness is a 21st Century skill and the best way to become globally aware is by traveling abroad. Travel isn't just educational; it's an experience that gives students an advantage in a competitive world. Experiencing new cultures not only opens students' eyes to the world, it also prepares them for the future. On this tour, students will experience new cultures and visit important historical sites such as The Coliseum in Rome Italy and the Acropolis in Athens Greece. Students learn about these ancient civilizations in detail during their 6th grade year and having the opportunity to visit these places in person, and in such close connection to their studies, is a valuable opportunity.

Identify an Orange County Schools employee with current CPR, First Aid and Medication Certification that is participating in this school trip.

Laura Ziemba, Tona Glascoe, Joyce Hatch - if we have a student with medication needs enroll for the trip, they will be assigned to one of the medication certified staff chaperones.

If transporting students in privately owned vehicles, please list the names of the drivers.

N/A

Staff Chaperones

Michele Johnson, Nathaniel Glosson, Laura Ziemba, Tona Glascoe, Joyce Hatch,

Non-Staff Chaperones (Background checks required)

NONE - While a few parents may elect to travel with their student, I will not be using parents or non-staff adults as chaperones to supervise children who are not their own.

Background Checks Verified by Principal

Are there any hazardous conditions or travel advisories of which you are aware or are there any safety concerns in the area of the trip destination? Please describe.

There are no hazardous conditions or travel advisories for this destination

What precautions have you taken or are you taking to ensure the safety of the students and chaperones?

EF Educational Tours is a trusted and approved company who has organized previous trips for OCS students. Our group will be met at the destination airport by a professionally trained tour guide who will arrange all our transportation and accompany our group for the duration of the tour. EF Tours provides 24-hour support for travelers and with local offices in our destination location they can respond quickly and in person should a situation arise. All chaperones will be Orange County employees whom I know and trust and each chaperone will only be responsible for a maximum of 6 students. Copies of all travelers passports will be collected and left with a responsible staff member stateside and staying safe abroad will be discussed with the group prior to departing.

Lodging Arrangements: Name of Hotel/Facility

1-Hotel Carlo Magno, / 2-Iria Mare Hotel / 3-Candia Hotel

Address

1-Rome, Italy / 2-Argolida, Greece / 3-Athens, Greece

Phone

SECTION F: Parent Permission

Written parental permission for students to travel is required. A copy of the permission form must be attached for all school trips as well as a copy of additional information provided to parents.

SECTION G: School Trip Approval Request Form Submission Print this form and sign/date below before submitting to appropriate administrators.

Signature of Person Completing This Request Michele Johnson Position Teacher Date 9/20/12

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal _____
Principal Initials _____
Principal [Signature] Date 9-26-12
Chief Academic Officer [Signature] Date 10-2-12
Date Approved/Disapproved by School Board _____

PLEASE NOTE: When printing this form, choose "Landscape" as your orientation so that it prints correctly.

Ms Michele Johnson
6th Grade English Language Arts
A L Stanback Middle School
michele.johnson@orange.k12.nc.us
919-644-3200 ext 31102

Request to host a travel abroad trip for students to Rome and Greece Spring Break 2013.

Rationale for taking students abroad:

Global awareness is a 21st Century skill I want to instill in my students, and the best way to become globally aware is by traveling abroad. Travel isn't just educational; it's an experience that gives students an advantage in a competitive world. Experiencing new cultures not only opens students' eyes to the world, it also prepares them for the future. Group student travel provides an enriching learning experience that is far more affordable than can be purchased by individuals or families. Traveling on an educational field trip with fellow students and teachers also puts education in a whole new positive light. For this opportunity to be available to students, teachers must be willing and able to coordinate and host students on tour.

Why Rome and Athens:

Ancient Greek and Roman civilizations is a unit of study for 6th graders. Each year, the 6th grade teams at A L Stanback Middle School conduct a cross- curricular, interdisciplinary unit of study project. Last year we had a very successful unit centered around the theme of Classical Antiquities of Roman and Greek Civilizations. Students studied the ancient civilizations in social studies, constellations in science, analyzed and wrote myths in language arts, researched mathematicians and architectural concepts in math, made Grecian urns in art, reenacted olympic games in PE, etc... Our culminating event was *A Party at the Parthenon*, our version of an agora that displayed student knowledge and understanding of Roman and Greek athletic, artistic, spiritual and political life. This event was hosted on a Friday evening in February and garnered a significant turnout from our local community. Students were very proud of what they had learned and delighted in displaying their artwork, giving performances, and acting like Romans and Greeks. The level of learning was such a success that we decided to make this unit our annual cross curricular, interdisciplinary project and event. Throughout the project students and teachers alike imaged what it would be like if we could actually visit Rome or Greece. I designed this trip to correlate and enhance the 6th grade content and cross-curricular, interdisciplinary unit on Greece and Rome. I wanted to ensure all eligible students would have a

foundation of knowledge in which to understand and appreciate the sites and places on the tour.

Who is eligible and financial support:

Participation in this travel abroad tour is 100% voluntary and all current and former ALS students are eligible to enroll in the tour. To help supplement the trip for students, I will be coordinating several fund raising opportunities including, but not limited to Krispy Kreme Doughnuts, World's Finest Chocolate, and ChipIn.com. I have also reached out to the local business community seeking sponsorship or scholarships to hopefully provide one or two economically disadvantaged students an opportunity to participate in the tour as well. So far I have had over 30 students express a serious interest or intent to enroll in the tour and 7 teachers are willing to serve as chaperones as needed. I could accept as many as 48 student travelers based on my current number of interested teacher chaperones.

Why Education First Educational Tours?

I selected this company because they have previously coordinated a successful travel abroad trip for Orange County Schools' students for Sharon Moyer at Gravelly Hill Middle School. This company is experienced in creating educational tours geared for middle and high school students. The company treats student safety as a priority and provides quite a value for the all inclusive goods and services they offer student travelers. One of the services included in the tour is a full time tour guide who will accompany our group and manage the responsibility of all transportation to and from destinations on the itinerary while we are on tour.

My Travel Abroad Experience

I have traveled abroad on five previous occasions so I am familiar with and confident about traveling abroad. I have traveled alone, with my daughter in tow, with family, and as a traveler in a student group. I will also be participating in a professionally organized training tour with EF Educational Tours in December to learn the specifics about being a travel abroad group leader. This training is an additional service provided by EF Educational Tours to ensure the trip is a safe, successful, and enjoyable experience for all travelers.

ORANGE COUNTY SCHOOLS School Trip Approval Request Form

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SECTION A: General Information

School Trip Dates:	October 12, 2012	to	October 13, 2012
School/Department/Grade Level	Orange High & Cedar Ridge High/Science/9-12	Number of Students (Attach List)	23
School Trip Sponsor	Nina Morley Daye	Number of Staff Chaperones (Attach List)	1
Phone & Extension	732-6133 x20402	Number of Non-Staff Chaperones (Attach List)	6
Purpose of Trip	FIRST Robotics South Carolina Off-Season Competition	Number of Other Persons (Attach List)	0
Destination (Name & City)	Columbia, South Carolina	Total Number Transported	30

SECTION B: Type of Trip (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Regular School Day - Principal Approval Required | <input checked="" type="checkbox"/> Out of State Trip - Chief Academic Officer Approval Required |
| <input type="checkbox"/> Athletic Event (Day) - Principal Approval Required | <input type="checkbox"/> International Trip - Chief Academic Officer and School Board Approval Required |
| <input checked="" type="checkbox"/> Overnight Trip - Chief Academic Officer and School Board Approval Required <i>(Both in and out of state)</i> | |

SECTION C: Mode of Transportation

- Walking
- Activity Bus
- Privately Owned Vehicle (list drivers on page 2)
- Airplane
- Charter Bus*

Name of Charter Company or Airline

*The company must be on the approved list provided by the OCS Transportation Department. The school is responsible for contacting transportation in order to have the charter vehicle inspected prior to departure.

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CHIEF ACADEMIC OFFICER

SECTION D: Scheduling and Trip Associated Costs

Departure Date	10/12/12	Return Date	10/13/12
Departure Time	5:00 PM	Return Time	11:00 PM
Departure Location	Gamestop Hillsborough Walmart	Return Location	Gamestop Hillsborough Walmart
Number of District Buses Requested	0		
Projected Total Cost of Trip	\$ 0.00		
Cost per Student	\$ approx 65.00 plus food	Cost per Adult	\$ approx 65 + food
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Source of Financial Assistance	Team Fund Raising, Liner Fund, Cedar Grove United Methodist Church, Business, Friends of the Team		

NOTES: School trips are subject to cancellation due to unforeseen problems. Cancellation decisions will be made based on the most current information available such as weather, road conditions, etc. The School Trip sponsor should have directions to location and should provide these directions to the front office and bus driver. The School Trip Sponsor must ensure district buses are clean upon return. Open food and drinks are prohibited on district buses. Principals will be expected to give careful consideration prior to approving school trips.

SECTION E: Additional Information Required

Please describe the educational benefit of the proposed school trip and the specific connection to the North Carolina Standard Course of Study.

This competition allows students the opportunity to work in teams with adult mentors to accomplish a difficult real world task: the team has to design and build a robot in six weeks in order to accomplish a specific task. Other parts of the team work on an animation, public relations, programming and communications. This team competition supports many of the state standards in science, mathematics, technology, and communication skills. The task is impossible for any person to complete alone. Therefore, it provides many occasions for students to learn to work in a team, to deal with different personalities and to overcome obstacles in order to succeed.

Identify an Orange County Schools employee with current CPR, First Aid and Medication Certification that is participating in this school trip.

Nina Morley Daye

If transporting students in privately owned vehicles, please list the names of the drivers.

Nina Daye, Wayne Daye, Jessie Warren Faircloth, Peter Murphy, Bruce Wilcox, Leslie Wilcox, Greg Young

Staff Chaperones

Nina Morley Daye

Non-Staff Chaperones
(Background checks required)

Wayne Daye, Jessie Warren Faircloth, Peter Murphy, Bruce Wilcox, Leslie Wilcox, Greg Young

Background Checks Verified by Principal

Are there any hazardous conditions or travel advisories of which you are aware or are there any safety concerns in the area of the trip destination? Please describe.

None known.

What precautions have you taken or are you taking to ensure the safety of the students and chaperones?

Health, Safety, Security Plans
Students will stay in pairs as they move around the competition site. Students will wear safety glasses while in the pit area of the competition. There are first aid personnel on site.

Lodging Arrangements: Name of Hotel/Facility

Wingate by Wyndham

Address 217 Lanneau Ct. Harbison Blvd., Columbia, SC 29212

Phone 866.539.0036

SECTION F: Parent Permission

Written parental permission for students to travel is required. A copy of the permission form must be attached for all school trips as well as a copy of additional information provided to parents.

SECTION G: School Trip Approval Request Form Submission Print this form and sign/date below before submitting to appropriate administrators.

Signature of Person Completing This Request Nana Morley Dye Position teacher Date 9/26/2012

SECTION H: Authorization

Background Checks On Non-Staff Chaperones Verified by Principal

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Principal [Signature] Principal Initials [Signature] Date 10-3-12

Chief Academic Officer [Signature] Date 10-3-12

Date Approved/Disapproved by School Board _____

PLEASE NOTE: When printing this form, choose "Landscape" as your orientation so that it prints correctly.

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P. 002/002
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FROM: OCS SUPPORT SERVICES
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9/9/2009