



GRISWOLD PUBLIC SCHOOLS

211 Slater Avenue, Griswold, CT 06351

Tel: (860) 376-7600 Fax: (860) 376-7607

griswoldpublicschools.org

Sean P. McKenna, Superintendent
Deb Martin, Director of Fiscal & Personnel Services

Glenn LaBossiere, Assistant Superintendent
Christopher Champlin, Director of Student Services

INTERNAL BUS REQUEST FORM

To: STA of Griswold
36 Old Bethel Road
Griswold, CT 06351
Ph: (860) 376-2860 Fax: (860) 376-1581

DATE OF REQUEST: _____

REQUESTER NAME: _____

TITLE: _____

PHONE NUMBER: _____ ARE YOU ATTENDING THE TRIP? ☐ Y ☐ N

If no, please provide the name and phone number of the staff member in charge on the trip:

SCHOOL: ☐ GES ☐ GMS ☐ GHS ☐ GSSA GRADE(S) OF STUDENTS: _____

NUMBER OF STUDENTS: _____ NUMBER OF STAFF/CHAPERONES: _____

WHEELCHAIR BUS REQUIRED? ☐ YES ☐ NO

DATE AND TIME OF FIELD TRIP (Day of Week, M/D/Y): _____

NUMBER OF LOCATIONS: _____

DESTINATIONS (include all stops and times): _____

PICK UP TIME AT SCHOOL: _____ RETURN TIME TO SCHOOL: _____

COMMENTS ON ITINERARY: _____

SUPERVISOR/ADMINISTRATION APPROVAL: _____

STA Use: Date of Response: _____

Number of Buses Required _____ Bus Availability: ☐ Y ☐ N

Cost Per Bus: \$ _____ Total Cost: \$ _____

Signature: _____