

MORGAN LOCAL SCHOOLS
McCONNELSVILLE, OH 43756
FIELD TRIP REQUEST

Fill out and submit to the Building Secretary. This form will be entered by the building secretary into Tripfinder for principal and Central Office approval, and scanned and emailed to the transportation department.

TRIPS MUST BE ENTERED ELECTRONICALLY THREE (3) DAYS PRIOR TO THE TRIP

School: _____ Class/Group: _____ Date of request: _____

Number of Passengers: _____ Vehicle type (circle one): BUS or VAN

Number of Vehicles: _____ Is a Special Needs bus needed (wheelchair accessibility, etc.) _____

Will a van and trailer be needed to haul equipment (instruments, tools, etc.) _____

THERE IS TO BE ABSOLUTELY NO STUDENTS IN THE VEHICLE THAT IS TOWING A TRAILER

Date of trip: _____ Departure time: _____ Return time: _____

Destination: _____

Address: _____ City _____ State _____

Will there need to be a stop to eat: _____

Funding for Trip: Athletic / General fund / Special/other: (MUST specify) _____

**If Special/other funding is marked, there must be prior approval from the grant office*

Teacher/ Coach Signature: _____

Printed name: _____ Contact Phone number/ extension: _____

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In the event a building secretary cannot enter the trip into Tripfinder, please scan and email as soon as possible to:

rclifton@morganschools.org

Or

slarrick@morganschools.org

For any other questions, please contact the transportation department.

Transportation office (740)962-3685

Transportation Director Russ Clifton - ext. 3119

Transportation Secretary Sara Larrick - ext. 3113

