

Lakewood School District No.306  
Transportation **Van** Trip Request

Van Trip request forms must be received in the Transportation Office no later than three weeks prior to the date of the trip. **If received later, it is not guaranteed that a van will be available for the trip. Trip request forms must be signed and coded by the principal.**

Date of trip \_\_\_\_\_ School \_\_\_\_\_

Destination \_\_\_\_\_

Address \_\_\_\_\_

Departure Time \_\_\_\_\_ Return Time (approx.) \_\_\_\_\_

Grade(s)/Group \_\_\_\_\_ Instructor/Coach \_\_\_\_\_

Number of students \_\_\_\_\_ Number of adults \_\_\_\_\_

Acct Code (for billing purposes): \_\_\_\_\_

(CIRCLE ONE):    ASB            GENERAL            CTE            DISTRICT

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal (print name) \_\_\_\_\_