

## REQUEST FOR PERMISSION TO MAKE A SPECIAL TRIP

SCHOOL: \_\_\_\_\_

GROUP: \_\_\_\_\_

NUMBER OF STUDENTS: \_\_\_\_\_ DATE OF PROPOSED TRIP: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

DEPARTURE TIME: \_\_\_\_\_ RETURN TIME: \_\_\_\_\_

SPONSORING TEACHERS OR CHAPERONES:

\_\_\_\_\_

\_\_\_\_\_

HOW MANY BUSES ARE NEEDED? \_\_\_\_\_

If you have a request for a special driver, please put the name or names below. If no request is made a driver will be assigned by the system. The Central Office will secure a driver based upon your request to the fullest extent possible.

\_\_\_\_\_

Will you need sack lunches from the school cafeteria? \_\_\_\_\_

Will permission be secured from all parents? \_\_\_\_\_

DATE SUBMITTED TO SUPERINTENDENT'S OFFICE:

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF SPONSORING TEACHER

\_\_\_\_\_  
APPROVAL SIGNATURE OF THE PRINCIPAL

\_\_\_\_\_  
This request must be submitted to the office of the superintendent at least 5 school days prior to the date of the requested field trip. In many instances, more than 5 school days should be given so that alternate plans can be made if the trip is not approved or a bus or driver is not available. A copy of the signed approval form will be sent to the school as soon as possible after submission.

\_\_\_\_\_  
APPROVED, SUPERVISOR OF TRANSPORTATION

\_\_\_\_\_  
APPROVED, DIRECTOR OF SCHOOLS OR DESIGNEE

NEEDS BOARD APPROVAL: (Y) (N)

DATE OF APPROVAL: \_\_\_\_\_

\_\_\_\_\_  
Board Chairman Approval of Executive Action