

APPLICATION FOR APPROVAL OF SCHOOL TRIPS



After approval by the school principal, requests for school trips must be submitted to the School Board Office at least one week prior to proposed trip. A copy of the request will be forwarded to the Transportation Supervisor after approval. Please complete all items before submission of request.

Section I: Principal/Supervisor

Name of School: _____

Class, Club or Team: _____

Teacher, Sponsor, Coach Requesting Trip: _____

Day/Date of Trip: _____ No. of Students: _____ No. of Adults _____ **Total Number:** _____

Destination (city, specific location): _____

Cost Per Student: _____

Amount paid by Student: _____; by Other Sources: _____

Amount paid by the School: _____; by the School Board: _____

Purpose: Athletic Competition Academic Cultural Social Regional Conference/Competition

National Conference/Competition State Conference/Competition Other _____

SOL/Learning Objective _____

Method of Evaluation: _____

Name(s) of Adult(s) Responsible for Student Supervision: _____

Anticipated Time of Departure: _____ Return: _____

Transportation by: School Bus Private Transport Charter Bus

Approval of Principal/Supervisor: _____ Date: _____

Section II: Transportation Supervisor

Number of Buses Requested: _____ Total Mileage: _____

Name(s) of Bus Driver(s): _____

Approval of Transportation Supervisor: _____ Date: _____

Section III: Superintendent's Designee

Signature: _____ Approved Disapproved

Date: _____

Athletic and academic trips are approved from adopted schedules.