



# FIELD TRIP REQUEST

TO: Houston County Board of Education

Date \_\_\_\_\_

From: \_\_\_\_\_

School \_\_\_\_\_

I/We request approval to carry a school group on a field trip as described below:

**COMPLETE APPROPRIATE BLOCK**

**TRIP DURING SCHOOL HOURS: 8 AM-2:30 PM**

DATE OF TRIP: \_\_\_\_\_

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

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

**TRIP OUTSIDE REGULAR SCHOOL HOURS**

DEPARTURE DAY AND TIME \_\_\_\_\_

RETURN DAY AND TIME \_\_\_\_\_

TOTAL HOURS OF TRIP \_\_\_\_\_

**COMPLETE ADDRESS OF DESTINATION:**

NAME: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY & ZIP: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

Number of buses request: \_\_\_\_\_ Mileage One Way: \_\_\_\_\_

It is understood that no group is authorized to make this trip until this request has been processed.

Step 1. Approval by Principal: \_\_\_\_\_

YES

NO

Step 2. SCHOOL IS TO NOTIFY TRANSPORTATION WHEN PRINCIPAL APPROVED

Transportation Fax: 289-4843 Phone: 289-4293

Step 3. Send request to Central Office

Step 4. Approval by Director of Schools: \_\_\_\_\_

YES

NO

Step 5.

**FOR CENTRAL OFFICE USE ONLY**

TOTAL FOR MILEAGE: \_\_\_\_\_

TOTAL FOR DRIVER: \_\_\_\_\_

TOTAL: \_\_\_\_\_

Step 6. CENTRAL OFFICE SEND COPY OF APPROVED REQUEST TO TRANSPORTATION