

FIELD TRIP REQUEST FORM

Return this form to:

Mrs. Cynthia Thomas, Superintendent

Dr. Christie Armstrong, Director of Instructional Support and Services

358 Elba Highway

Troy, AL 36079

To be submitted 6 weeks PRIOR to the trip date. All sections are to be completed.

<div style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: center;">SCHOOL/DEPARTMENT</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: center;">DATE OF REQUEST</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: center;">Employee(s) Printed Name</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: center;">LOCATION OF TRIP</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">DATE OF TRIP:</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">TIME OF DEPARTURE:</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">DATE & TIME OF RETURN :</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"># OF STUDENTS:</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: center;">NURSE REQUIRED?</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">#REGULAR BUSES NEEDED:</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">ESTIMATED COST OF TRIP:</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">REFERENCE PAGE # OF CURRICULUM GUIDE LISTING THE SUBJECT MATTER RELATED TO FIELD TRIP: (be sure to attach rationale)</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <input type="checkbox"/> APPROVED THIS SECTION TO BE COMPLETED BY <input type="checkbox"/> DENIED PRINCIPAL/SUPERVISOR: </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <div style="display: flex; justify-content: space-between;"> SIGNATURE DATE </div> <input type="checkbox"/> APPROVED THIS SECTION TO BE COMPLETED BY <input type="checkbox"/> DENIED TRANSPORTATION SUPERVISOR: </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <div style="display: flex; justify-content: space-between;"> SIGNATURE DATE </div> </div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: center;">PRINCIPAL/SUPERVISOR</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: center;">REQUEST SUBMITTED BY</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: center;">Employee(s) Signature</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: center;">TYPE OF FIELD TRIP</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">OTHER STOPS TO BE MADE:</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">SUBJECT AREA:</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">#OF CHAPERONES:</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">GRADE(S):</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: center;">MODE OF TRANSPORTATION:</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"># HANDICAP BUSES NEEDED:</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">COST PER STUDENT:</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <input type="checkbox"/> APPROVED THIS SECTION TO BE COMPLETED BY <input type="checkbox"/> DENIED PROGRAM DIRECTOR: </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <div style="display: flex; justify-content: space-between;"> SIGNATURE DATE </div> <input type="checkbox"/> APPROVED THIS SECTION TO BE COMPLETED BY <input type="checkbox"/> DENIED SUPERINTENDENT: </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <div style="display: flex; justify-content: space-between;"> SIGNATURE DATE </div> </div>
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BUS DRIVER(S) _____

*Be sure to check the list of designated certified bus drivers. If you have any questions, contact Troy City Board of Education at 566-3741.