

## SCHOOL-RELATED STUDENT TRIP REQUEST FORM

SUBMIT THIS FORM TWO (2) WEEKS PRIOR TO TAKING THE TRIP.

SCHOOL Hms/Cms/NDMS FACULTY MEMBER(S) SPONSORING TRIP Dena Stampler

TYPE OF TRIP (CHECK ALL THAT APPLY)

☒ Over 300 miles    ☒ Under 300 miles    ☐ Co-Curricular    ☐ Extracurricular  
☐ Classroom Field Trip    ☐ Organization/Club Trip    ☐ Other (athletic, band, if applicable)
DESTINATION Louisville, Ky ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_
☐ Out of State    ☒ Out of County    ☐ Within County    ☐ Overnight; give name, address, phone of lodging

DATE(S) OF TRIP 3/15, 16, DEPARTURE TIME 7:00 AM RETURN TIME 3:00 PM or after depending on comp.  
PURPOSE/EDUCATIONAL VALUE Academic Team  
WHAT STANDARD(S) IS BEING ADDRESSED BY TAKING THIS TRIP? (DOES NOT APPLY TO ATHLETICS)  
SOURCE OF FUNDING FOR TRIP Competitive Field Trips

NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY.

BILL TRIP EXPENSES TO: ☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☒ BOARD ☐ OTHER \_\_\_\_\_TOTAL NUMBER OF STUDENTS 20 MALE STUDENTS 7 FEMALE STUDENTS 13FACULTY SPONSORS Dena Stampler
MODE OF TRANSPORTATION: IS DISTRICT TRANSPORTATION NEEDED? ☐ NO ☒ YES (SEE PROCEDURE 09.36 AP.212)  
IF SO, IS AN UNDERCARRIAGE BUS REQUIRED? ☐ NO ☐ YES
☐ CHARTERED COMMON CARRIER; SPECIFY \_\_\_\_\_ ☐ PRIVATE VEHICLE; DRIVER(S) \_\_\_\_\_CERTIFIED CHAPERONES Dena Stampler

CLASSIFIED CHAPERONES \_\_\_\_\_

HAVE ALL CHAPERONES UNDERGONE THE REQUIRED RECORDS CHECK AND BEEN DESIGNATED BY THE PRINCIPAL/DESIGNEE TO SUPERVISE STUDENTS? ☒ YES ☐ NOHAVE ALL STUDENTS BEEN NOTIFIED OF THE RULES AND REGULATIONS REGARDING ACCEPTABLE BEHAVIOR? ☒ YES ☐ NOHOW HAVE THEY BEEN NOTIFIED? Bus Rules / Code of Conduct
Dena S Stampler 3/12/14 C. C. Wall 3/12/14  
Signature of Faculty Sponsor Date Signature of Principal Date
Trip has been ☒ approved ☐ disapproved. Reason for disapproval:
[Signature]  
Signature of Superintendent/Designee
3-12-143-12-14

Date

For overnight and/or out-of-state trips, approval of the Superintendent and/or Board may be required by policy 09.36.

LOST ADA (Extracurricular only): X X \$21 = \$ (number of students multiplied by the number of school days missed multiplied by the ADA)Emergency Approved 3-12-14 SLP