

STUDENTS

09.36 AP.21

Field Trip Request Forms

NELSON COUNTY BOARD OF EDUCATION

FIELD TRIP REQUEST FORM

General Information:

Teacher Name Jill Mattingly School Thomas Nelson High School
Grade/Subject 9-12; STLP Funding Source KDE Technology/STLP
Destination & Address Galt House, Louisville, KY

Academic Information:

Academic Objective of Trip
Supporting teachers & others w/ technology issues during conference.
Academic Pre-Trip Activities (Please attach plan.) Student had to interview and was
selected for this position.
Academic Post-Trip Activities (Please attach plan.) Knowledge gained will be
used to support school helpdesk.

Transportation:

Number of Buses Needed 0 Time Leaving 3pm Time Returning 3pm
Number of Students 1 Number of Adults 1 Compartments Needed _____
(CENTRAL OFFICE USE ONLY)
Date Called for Buses _____ Driver(s) Assigned _____
Date School Notified _____
Itemized Cost: Bus Drivers \$ _____ N/A _____ Mileage \$ _____ N/A _____ Cost per Child \$ _____ N/A _____

Signatures:

Jill Mattingly _____
Teacher Principal Superintendent/Director of Transportation
2/18/19 2/20/19 _____
Date Date Date

STUDENTS

(CONTINUED)

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2-21-19

Field Trip Request Form- Overnight & Out-of-State Activity Request

School Thomas Nelson H.S. Grade & Number of Students Attending 11th - 1 student

Person Making Request Jill Mattingly Position LMS

Overnight Activity ☒ Out-of State Activity ☐ Dates Scheduled 3/12 - 3/15

Name of Activity KySTE Conference

Location of Activity Galt House ; Louisville, KY

Objectives of Activity Student Engineer of STLP at KySTE Conference.

Pre-trip preparatory activities planned (please attach appropriate documents) Student interviewed and was selected for the position.

Post-trip culminating activities planned (please attach appropriate documents) Knowledge gained will be used to support school helpdesk.

Oral student presentations planned after trip ~~None~~

Name(s) of certified staff attending Jill Mattingly

Name(s) of other adults attending None

Plan for handling student medication needs N/A

Plan for supervision (day) Supervision via Jeff Sebulsky, Casey Woods, and Jill Mattingly

Plan for supervision (night – please be specific for all hours of the night) Student in the room with other STLP student and monitored by Jeff Sebulsky, Casey Woods, & Jill Mattingly

Signed Jill Mattingly Date 2/18/19

Principal _____ Date Approved _____

Superintendent _____ Date Approved _____

Review/Revised: 5/17/11

Field Trip Request Form- Overnight & Out-of-State Activity RequestSchool Thomas Nelson Grade & Number of Students Attending 10, HSPerson Making Request Kyra Mills Position CaptainOvernight Activity ☒ Out-of State Activity ☐ Dates Scheduled March 15-16Name of Activity KHSSL State Speech TourneyLocation of Activity University of Kentucky - 140 Patterson Dr.Objectives of Activity To compete in the State ChampionshipPre-trip preparatory activities planned (please attach appropriate documents) Speech & Debate TeamPost-trip culminating activities planned (please attach appropriate documents) Speech & Debate TeamOral student presentations planned after trip Speech & Debate Team

Name(s) of certified staff attending _____

Name(s) of other adults attending Suzanne HitePlan for handling student medication needs Sponsor will carry medicinePlan for supervision (day) attendance on sightPlan for supervision (night - please be specific for all hours of the night) Nightly room checks, curfew - 10 pm.Signed [Signature] Date 2-20-19Principal [Signature] Date Approved _____

Superintendent _____ Date Approved _____

Review/Revised: 5/17/11

