

FIELD TRIP REQUEST FORM

Name of School: Our Lady of the Sacred Heart Academy

Date of Field Trip: 10/27/2023 to _____

Days of School Missed: 1

Location of Field Trip: Blessed Sacrament Church, 2409 Dixie Hwy, Fort Mitchell, KY

Grade Level and Number of Students Attending: Kg-11th 280

Number of Chaperones Attending: 42

What form of transportation will be used? * Be Specific. Boone County School Bus

Have field trip rules been explained to the students and chaperones? YES ☒ NO ☐

Are there students being denied the right to attend due to finances? YES ☐ NO ☒

Does this trip comply with Title IX equity issues? YES ☒ NO ☐

Brief Description (Be specific regarding educational purpose):

Please check the appropriate box:

☒ To be used for 1 (one) day trips using school bus or private automobile.*
NEEDS PRINCIPAL APPROVAL ONLY. PLEASE SEND ALL FORMS TO DISTRICT OFFICE.

☐ To be used for overnight trips, trips of more than one instructional day and Co-curricular/ Extracurricular trips.
TO BE APPROVED BY THE ASSISTANT SUPERINTENDENT.

☒ To be used for trips taken by common carrier.
TO BE APPROVED BY THE BOARD OF EDUCATION.

NOTE: FOR BOARD APPROVAL, THIS REQUEST SHOULD BE SUBMITTED TO THE SUPERINTENDENT'S OFFICE BY NOON AT LEAST (11) WORKING DAYS PRIOR TO THE NEXT BOARD MEETING.

Sponsor Signature: Luc Marie

Principal Signature: Mari Reginald Date Approved: 8/23/23

DISTRICT OFFICE USE ONLY

Approved by: _____ Date: _____

* Drivers of private automobiles need to complete the Auto Insurance Affidavit Form.

Email

Print

Please print this form and email to <mailto:tammy.jump@boone.kyschools.us>



August 23, 2023

To Whom It May Concern,

Thank you for allowing us the use of the Boone County Buses for our school field trip these past few years. Your help and assistance are greatly appreciated.

As stated in our application form, we are again planning another school field trip for October 27th to Fort Mitchell, KY. As we are a non-profit school, would you also be able to consider reducing the mileage rate fee to a school rate for us?

Thank you for your time and consideration of this request. If there are any questions, please do not hesitate to contact me at the phone number below.

Sincerely,

Sr. Luc Marie

OUR LADY of the SACRED HEART Academy

479 BEAVER ROAD, WALTON, KY 41094

TEL: (859) 485-9500

FAX: (859) 485-1222