

STUDENTS

09.36 AP.21

School-Related Student Trip Request Form

SUBMIT THIS FORM ONE WEEK PRIOR TO THE NEXT REGULAR BOARD MEETING.

SCHOOL PHS FACULTY MEMBER(S) SPONSORING TRIP B. Kelley

TYPE OF TRIP (CHECK ONE):
☒ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify: Chorus Class 1st Period
☐ Organization/Club Trip, specify: _____ ☐ Other (athletic, band, if applicable) _____

DESTINATION Louisville ADDRESS University of Louisville PHONE _____

☐ Out of State ☒ Out of County ☐ Within County
☐ Overnight; give name, address, phone of lodging No

DATE(S) OF TRIP 5/13/16 DEPARTURE TIME 6:00a.m. RETURN TIME ?

PURPOSE/EDUCATIONAL VALUE Students are performing for State Choral Assessment

SOURCE OF FUNDING FOR TRIP Chorus

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

BILL TRIP EXPENSES TO: ☒ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER, SPECIFY _____

NUMBER OF: STUDENTS 51 FACULTY SPONSORS 1 or 2 OTHER CHAPERONES Melissa Hopkins

TOTAL # OF PARTICIPANTS _____

MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? ☐ NO

☒ YES, SEE PROCEDURE 09.36 AP.212.

☐ CERTIFICATED COMMON CARRIER; SPECIFY _____

☐ PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S) _____

SUPERVISION (ATTACH LIST OF NAMES OF ADULTS ACCOMPANYING STUDENTS ON TRIP.)

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students? ☒ Yes ☐ No

Barbara J. Kelley
Signature of Faculty Sponsor

4/19/16
Date

Trip has been ☐ approved ☐ disapproved. Reason for disapproval _____

DDM 4/19/16

Signature of Superintendent/Designee

Date

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

RELATED PROCEDURES:

09.36 AP.211, 09.36 AP.212, 09.36 AP.22, 09.36 AP.23

Review/Revised: 8/20/01