

## School-Related Student Trip Request Form

Section 1 (To be completed by requesting organization – Incomplete forms will be returned, causing a delay in scheduling transportation for the event)

Date of Request \_\_\_\_\_ Date of Event 9-25-17  
Organization Yearbook School TCHS  
Number of Passengers 14

Type of Trip (Check One)

- ☐ In-County Instructional ☐ In-County Athletic ☐ Other: (Explain in Detail)  
☐ Out-of-County Instructional ☐ Out-of-County Athletic  
☒ Out-of-State Instructional ☐ Out-Of-State Athletic

Destination (Event, City, and State) Eastons' Clarksville, TN

Planned Stops To and From \_\_\_\_\_

Departing Location TCHS Date of Departure 9-28-17 Time of Departure 8:30

Returning Location TCHS Date of Return 9-28-17 Time of Return 2:15

Chaperone/s Natassja Clark Chaperone's Phone # 615-856-3130

Special Requests (Check One)

- ☐ Van ☐ Handicap Access ☐ Other: (Explain in Detail)

If requesting the Van, has the person driving been certified and approved to drive? ☐ Yes ☐ No (Check One)

Person Driving Van \_\_\_\_\_ Trip Requested By Natassja Clark

Organization Responsible for Payment Yearbook

Approval of Site Based Council Representative [Signature] Date \_\_\_\_\_

### DISTRICT USE ONLY

#### Section 2

Approval of District Representative \_\_\_\_\_ Date \_\_\_\_\_

### DRIVER – TURN THIS FORM IN WITH TIMESHEETS

#### Section 3

Date/Time of Departure \_\_\_\_\_ Odometer Start \_\_\_\_\_

Date/Time of Return \_\_\_\_\_ Odometer End \_\_\_\_\_

I hereby certify that the above information is correct to the best of my knowledge.

Driver Signature \_\_\_\_\_ Date \_\_\_\_\_

Driver Comments \_\_\_\_\_

Coach or School Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Request to Place an Item on the AgendaName: Natasha ClarkAddress: TCCHSTelephone number: 270-265-2506

Name of school children attend, if applicable: \_\_\_\_\_

Group represented: TCCHS YearbookCheck if request was submitted to: ☒ Superintendent ☐ Board ChairpersonConferred with following administrators (names): Jennifer Pope

Description of Issue: The students who work on the TCCHS yearbook visit the Jostin's factory in Clarksville, TN each year to oversee yearbook design for the cover and work on a theme.

Specific Action Requested: permission for an out-of-state trip

Check if you are: ☐ Board Member ☒ District Employee ☐ Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

Review/Revised: 3/13/06