

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 8-22-18 Date of Event 9-24-18
 Organization TCHS Yearbook School TCHS
 Number of Passengers 14

Type of Trip (Circle 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)) Jostens Plant Clarksville, TN
 Planned Stops to and from Clarksville / Jostens back to TCHS
 Departing location TCHS Date of Departure 9/24 Time of Departure 8:30
 Returning location TCHS Date of Return 9/24 Time of Return 2:30
 Chaperone(s) Natassja Clark Chaperone's Phone # 615-856-3130
 Special Requests (Check One)

- ☐ Van ☐ Wheelchair Accessible ☐ Other: Monitor ☐ 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 TCHS Yearbook

Approval of Site Based Council Representative [Signature] Date 9/24/18

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District Use Only

Section 2

Approval of District Representative _____ Date _____

DRIVER – TURN THIS FORM IN WITH TIMESHEETS

Section 3

Date/Time Departure: _____ Odometer Start: _____
 Date/Time 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 _____

Review/Revised:4/9/2018

Request to Place an Item on the Agenda

Name: Natassja Clark
Address: ~~100 W. Adams St Adams, IL~~ 806 S. Main St Elgin, KY
Telephone number: 615-856-3130
Name of school children attend, if applicable: _____
Group represented: TCC HS Yearbook Class
Check if request was submitted to: ☐ Superintendent ☐ Board Chairperson
Conferred with following administrators (names): Deatrik Kinney

Description of Issue: Out of state instructional field trip. Yearbook class would like to visit and tour the Jackson printing plant. Also students will attend a web design class and marketing lecture.

Specific Action Requested: Approval of out of state field 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