

# 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: Sept. 27, 2018

Date of Event: November 19-20

Organization: GT

School: TCCHS

Number of Passengers: 10

## 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): Berea College - School visit, interview

Planned Stops To and From: Dinner on the way and necessary personal stops

Departing Location: TCCHS Date of Departure: Nov. 19 Time of Departure: 2:00 PM.

Returning Location: TCCHS Date of Return: Nov. 20 Time of Return: 5:00 PM

Chaperone/s: Lisa Petrie/ Tracey Mayberry Chaperone's Phone: 270-498-0452

## Special Requests (Check One)

☒ Van

☐ Wheelchair Accessible

☐ 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: Lisa Petrie

Trip Requested By: Lisa Petrie

Organization Responsible for Payment: GT

Approval of Site Based Council Representative

Date

## Section 2

### DISTRICT USE ONLY

Approval of District Representative

Date:

## Section 3

### DRIVER - TURN THIS FORM IN WITH TIMESHEETS

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 Agenda**Name: Lisa PetrieAddress: TCHS 806 S Main StreetTelephone number: 270-4980452

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

Group represented: GTCheck if request was submitted to: ☐ Superintendent ☐ Board Chairperson

Conferred with following administrators (names): \_\_\_\_\_

High SchoolDescription of Issue: OVERNIGHT TRIP to Berea CollegeSpecific Action Requested: \*Permission to Go\*Permission for Tracey Mayberry to  
also drive a county vehicle to  
transport studentsCheck 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