

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 1-25-19 Date of Event 2-16, 2-17
 Organization Todd County Dance Teams School TCMS & TCCHS
 Number of Passengers 24

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)) KDCO, Frederick Douglass High Lexington, Kentucky

Planned Stops to and from _____

Departing location _____ Date of Departure 2-15 Time of Departure 2:00 pm

Returning location _____ Date of Return 2-17 Time of Return _____

Chaperone(s) _____ Chaperone's Phone # _____

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: Katherine Cole

Organization Responsible for Payment _____

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 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 AgendaName: Katherine Cole

Address: _____

Telephone number: _____

Name of school children attend, if applicable: _____

Group represented: TCMS & TCCHSCheck if request was submitted to: ☒ Superintendent ☐ Board ChairpersonConferred with following administrators (names): Dutrik Kinney;
David CarmichaelDescription of Issue: KDCO - Dance Team CompetitionSpecific Action Requested: Permission to travel to and stay
overnight in Lexington, KY for the KDCO -
Dance Competition
NO TRANSPORTATION REQUESTED - PARENTS ARE
TRANSPORTINGCheck 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