

School-Related Student Trip Request Form

INSTRUCTIONS

1. Requests for trips (athletic events, conferences, field trips, etc....) must be submitted 3 weeks prior to trip.
2. Requests for overnight or out-of-state trips must be submitted 6 weeks prior to trip.
3. Please attach a tentative transportation itinerary, including any planned stops.
4. If overnight trip, attach name, address and phone number of lodging.

SCHOOL ACSHS FACULTY MEMBER IN CHARGE Paul Spears

TYPE OF TRIP (CHECK ONE):
 Classroom Field Trip Organization/Club Trip, specify _____
 Class Trip (i.e. junior, senior), specify _____ Other (Athletic, etc...) specify, KC

DESTINATION: Horse Park Lexington, KY ADDRESS 4089 Iron Works Blvd Lexington, KY 40511 PHONE 270-618-1603

Out of State Out of County Within County Overnight

DATE(S) OF TRIP Nov 1st thru 2nd TIME YOU PLAN TO DEPART FROM SCHOOL 9:00 A.M.

APPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL 6:00 P.M.

PURPOSE/EDUCATIONAL VALUE State XC Meet

BILL TRIP EXPENSES TO: ACS XC / Post Season Board Pay

Attach a description of estimated expenses including, but not limited to, lodging, meals, registration, and all other anticipated travel expenses.

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

NUMBER OF: Students 2 Faculty Sponsors 1 Other Chaperones _____
 Total # of Participants (Riders) 3 4 Students will ride back with parents.

MODE OF TRANSPORTATION

Is District Transportation Needed? No Yes, see Procedure 09.36 AP.212

Certificated Common Carrier (i.e. Charter Bus), specify company _____

Private Vehicle, if allowed by policy; specify driver(s) Driver Ed Vehicle

Any special transportation needs? (e.g. under storage compartments for luggage, etc...) _____

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

Signature of Faculty Sponsor

10-28-2019
Date

Trip has been approved disapproved, reason for disapproval _____

Signature of Superintendent/Designee

10/28/19
Date

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