

**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 8-24-21 Date of Event Sept. 29th  
Organization Yearbook Class School TCHS  
Number of Passengers 15

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) Northeast High School

Planned Stops to and from Northeast

Departing location TCHS Date of Departure 9-29 Time of Departure 8:30

Returning location TCHS Date of Return 9-29 Time of Return 2:30

Chaperone(s) Natassja Clark Chaperone's Phone # 615-850-3130

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 Yearbook

Approval of Site Based Council Representative [Signature] Date 9-3-21

**District Use Only**

**Section 2**

Approval of District Representative [Signature] 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 \_\_\_\_\_

Request to Place an Item on the Agenda

Name: Natassya Clark

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

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

Group represented: TrCHS Yearbook class

Check if request was submitted to:  Superintendent  Board Chairperson

Conferred with following administrators (names): Mr. Quarles

Description of Issue: Approve out of state field trip to Northeast High School in Clarksville, TN

Specific Action Requested: Approve 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