

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 12/14/21 Date of Event 5/19/22
 Organization Class of 2022 School TCCHS
 Number of Passengers 125 **We are taking charter busses**
 Type of Trip (Circle One)
☐ In-County Instructional ☐ In-County Athletic ☒ Other: (Explain in detail)
☐ Out-of-County Instructional ☐ Out-of-County Athletic **Senior Trip -**
☐ Out-of-State Instructional ☐ Out-of-State Athletic **Class of 2022**

Destination (Event, City, and State)) Holiday World - Santa Claus, Indiana

Planned Stops to and from N/A
 Departing location TCCHS Date of Departure 5/19/22 Time of Departure 7:00 AM
 Returning location TCCHS Date of Return 5/19/22 Time of Return 6:30 PM

Chaperone(s) Brandi Francies Chaperone's Phone # 270 878 0143
Andrew Green 812 604 8478

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: _____

Organization Responsible for Payment _____

Approval of Site Based Council Representative [Signature] Date 1-3-22

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 _____

Request to Place an Item on the Agenda

Name: Brandi Frances
Address: 806 S Main St Elkhorn, KY 42220
Telephone number: 270 265 2506 ext 5013
Name of school children attend, if applicable: _____
Group represented: Class of 2022
Check if request was submitted to: ☒ Superintendent ☐ Board Chairperson
Conferred with following administrators (names): Lee Quarles

Description of Issue: Out of state trip to Holiday World in Santa Clause, Indiana

Specific Action Requested: Permission to travel out of state

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