

School-Related Student Trip Request Form

09.36 AP, 21

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 ACTC FACULTY MEMBER IN CHARGE Joshua Pace
 TYPE OF TRIP (CHECK ONE):

Classroom Field Trip _____ Organization/Club Trip, specify Honors Choir
 Class Trip (i.e. junior, senior), specify _____ Other (Athletic, etc...) specify, _____

DESTINATION: Galt House ADDRESS 140 N 4th St. PHONE _____
 Out of State _____ Out of County Louisville Ky Within County _____ Overnight Overnight

DATE(S) OF TRIP Feb. 8th TIME YOU PLAN TO DEPART FROM SCHOOL _____

APPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL _____

PURPOSE/EDUCATIONAL VALUE _____

BILL TRIP EXPENSES TO: No Transportation Needed

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 _____ Faculty Sponsors _____ Other Chaperones _____
 Total # of Participants (Riders) _____

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) _____
 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 _____

Date _____

Trip has been approved disapproved, reason for disapproval _____

Signature of Superintendent/Designee _____

Date 12/19/22

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