

COMPLETE ALL INFORMATION AND RETURN TO TRANSPORTATION

STUDENTS

BEECHWOOD INDEPENDENT SCHOOLS

09.36 AP.21

TRANSPORTATION/FIELD TRIP REQUEST FORM

TODAY'S DATE

8/17/22

Submitted on 8/17/23

☒ Elementary

☒ High School

☐ Guardian Angel

Faculty/Staff/Coach/Sponsor(s)

Ross

Date(s) of Trip

2/8/23 - 2/10/23

Departure Time

9:00 am

Return Time

2:00 pm

\*If Peanut/Tree Nut Allergy Safety Alert is checked on the School-Related Trip Permission Slip and Medical Release Form (09.36 AP.211) then faculty/staff member(s) sponsoring this trip are responsible to ensure buses/mode of transportation comply with procedure related to foods on trip.

TYPE OF TRIP (CHECK ONE):

☐ Classroom Field Trip, Specify Class \_\_\_\_\_

☐ Class Trip (i.e. Junior, Senior), Specify \_\_\_\_\_

☐ Organization/Club Trip, Specify \_\_\_\_\_

☐ Other (athletic, band, if applicable), Specify All-state choir

\*\*DESTINATION Galt House, 140 N Fourth St. Miles (one way) to destination: 94

City/State Louisville, Ky

☒ Overnight: Give name of lodging and address Galt House / Hyatt Regency

TRANSPORTATION

☒ Number of Buses needed (1 driver per bus unless otherwise indicated)

or

☐ Suburban

☐ Van

See 09.36 AP.212

\*\*Does trip exceed 100 miles? ☐ Yes ☐ No If Yes, trip requires Board of Education approval.

THIS SECTION COMPLETED BY TRANSPORTATION DEPARTMENT

Bus Available ☒ Yes ☐ No

Suburban Available ☐ Yes ☐ No

Van Available ☐ Yes ☐ No

Bus # \_\_\_\_\_ has been reserved.

Transportation Supervisor

Signature

1-15-23

Date

☐ Use of Common Carrier in Lieu of School Bus

Procedure 09.36

(Complete Use of Common Carrier form, requires Board of Education approval)

☐ Private Vehicle, if allowed by policy. Specify Driver(s) \_\_\_\_\_

Purpose/Educational Value perform with All-state choir

Number of days absent from school 2/3

Number of: Students Going on Trip TBD

Faculty/Staff 2

Other Chaperones 3

ARE ALL CHAPERONES ON THE VOLUNTEER LIST? ☐ YES ☐ NO

IF NO, THEY WILL NEED TO COMPLETE THE YOUTH LEADER FORM AND BE APPROVED PRIOR TO CHAPERONING.

SUPERVISION - Attach a list of names of adults accompanying students on trip.

Trip Approved

☒ Yes ☐ No

Principal

Signature

Date

1/16/23

Trip Approved

☐ Yes ☐ No Superintendent/Designee

Signature

Date

☐ Yes ☐ No Board of Education

Signature

Date

## Swift, Jim -026

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**From:** Ross, Taylor-026  
**Sent:** Thursday, January 12, 2023 1:06 PM  
**To:** Swift, Jim -026  
**Subject:** RE: All-State Choir

Hi Jim,  
We'll probably have around 12-15 on the bus. It will just be a drop off and go!

**Taylor Walton** | Choral Director  
Assistant Musical Director  
**Beechwood High School**  
54 Beechwood Road | Fort Mitchell, Kentucky 41017  
o. 859-331-1220 ext. 5016  
*Developing Globally Competitive Learners & Leaders*

**From:** Swift, Jim -026 <jim.swift@beechwood.kyschools.us>  
**Sent:** Thursday, January 12, 2023 10:47 AM  
**To:** Ross, Taylor-026 <taylor.ross@beechwood.kyschools.us>  
**Subject:** All-State Choir

Taylor, do you have any inf on your trip to Louisville 2/8-2/10 as to how many are going and is this a drop off and go? Thanks

Jim