

STUDENTS

**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 19 Jan 2023 Date of Event 25 Jan 2023  
Organization JADTC School TCHS  
Number of Passengers 11

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) APSU Clarksville TN  
Planned Stops to and from NO

Departing location TCHS Date of Departure 25 Jan Time of Departure 05:15 am  
Returning location TCHS Date of Return 25 Jan Time of Return 10:30 am

Chaperone(s) Michelle Ward Chaperone's Phone # 4706335446

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: Michelle Ward

Organization Responsible for Payment \_\_\_\_\_

Approval of Site Based Council Representative [Signature] Date 1-19-23

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: Michelle Ward

Address: TCHS

Telephone number: 270-265-2506

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

Group represented: JROTC

Check if request was submitted to:  Superintendent  Board Chairperson

Conferred with following administrators (names): Lee Quarles

Description of Issue: travel to APSU (Clarksville, TN)

Specific Action Requested: permission to travel out-of-state (Clarksville, TN)

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