

# 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: 3/20/2023

Date of Event: May 19 – 20, 2023

Organization: TCCHS Project Graduation

School: TCCHS

Number of Passengers: 150

Type of Trip (Check One)

In-County Instructional

In-County Athletic

Other: (Explain In Detail)

Out-of-County Instructional

Out-of-County Athletic

Project Graduation Event at City Forum

Out-of-State Instructional

Out-Of-State Athletic

(Clarksville, TN)

Destination (Event, City, and State): City Forum, Clarksville, TN

Planned Stops To and From: NONE

Departing Location: TCCHS (Auditorium)

Date of Departure: 5/19/2023

Time of Departure: 11:00 pm

Returning Location: TCCHS (Auditorium)

Date of Return: 5/20/2023

Time of Return: 4:30 am

Chaperone/s: Tiffany Wood & Michelle Rager

Chaperone's Phone: 931-801-0751

Special Requests (Check One)

Van

Wheelchair Accessible

Monitor

Other:

If requesting the Van, has the person driving been certified and approved to drive?  Yes  No (Check One)

Person Driving Van: Click here to enter text.

Trip Requested By: Tiffany Wood

Organization Responsible for Payment: Project Graduation

Approval of Site Based Council Representative

Date

3-20-23

Section 2

DISTRICT USE ONLY

Approval of District Representative

Date:

Section 3

DRIVER – TURN THIS FORM IN WITH TIMESHEETS

Date/Time of Departure: \_\_\_\_\_

Odometer Start: \_\_\_\_\_

Date/Time of 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: Jiffany Wood

Address: TCBOE

Telephone number: 270-265-2436

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

Group represented: TCCHS Project Graduation

Check if request was submitted to:  Superintendent  Board Chairperson

Conferred with following administrators (names): Lee Quarles

Description of Issue: Project Graduation @ City Forum in Clarksville

Specific Action Requested: permission to travel out-of-state (to City Forum in Clarksville, TN) for Project Graduation

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