

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 4-14-23 Date of Event 5-15-23
Organization TCHS Yearbook Class School TCHS
Number of Passengers 4 student, 1 chaperone

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)) 1860 Wilma Rudolph Blvd. Clansville, TN
Planned Stops to and from TCHS, Venue, Lunch, TCHS

Departing location TCHS Date of Departure 5-15-23 Time of Departure 8:00
Returning location TCHS Date of Return 5-18-23 Time of Return 2:30

Chaperone(s) Natassja Clark Chaperone's Phone # 615-856-3130

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 Maria Gillespie Trip Requested By: Natassja Clark
Organization Responsible for Payment Yearbook

Approval of Site Based Council Representative [Signature] Date 4-18-23

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: Natassja Clark

Address: 806 S. Main St

Telephone number: 870-265-2506

Name of school children attend, if applicable: TCCHS

Group represented: TCCHS Yearbook

Check if request was submitted to: Superintendent Board Chairperson

Conferred with following administrators (names): Mr. Lee Quiles

Description of Issue: Out of state instructional trip for the TCCHS yearbook staff to Josten's in Clarksville, TN.

Specific Action Requested: _____

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