

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: 10/23/2023

Date of Event: 12/12/2023

Organization: PK, K, 1, 2 School: NTES

Number of Passengers: 253

Type of Trip (Check One)

In-County Instructional

In-County Athletic

Other: (Explain In Detail).

Student reward trip to celebrate a successful first semester of school. Students will be watching a movie, TBD,

Out-of-County Instructional

Out-of-County Athletic

Out-of-State Instructional

Out-Of-State Athletic

Destination (Event, City, and State): Todd County Central High School, Elkton, KY

Planned Stops To and From: NONE

Departing Location: NTES Date of Departure: 12/12/2023 Time of Departure: 8:30 AM

Returning Location: NTES Date of Return: 12/12/2023 Time of Return: 11:30 AM

Chaperone/s: PK, K, 1, 2 Teachers/Bruce Voth Chaperone's Phone: (270) 604-5094

Special Requests (Check One)

Van

Wheelchair Accessible

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: Click here to enter text.

Trip Requested By: Bruce Voth

Organization Responsible for Payment: NTES PTO 255.000

Approval of Site Based Council Representative



Date

10/24/23

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 _____

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Date of Event: 12/13/2023

Organization: PK, 3, 4, 5 School: NTES

Number of Passengers: 242

Type of Trip (Check One)

In-County Instructional

In-County Athletic

Other: (Explain In Detail).

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Out-of-County Instructional

Out-of-County Athletic

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Date

10/24/23

Section 2

DISTRICT USE ONLY

Approval of District Representative

Date:

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