

STUDENTS BEECHWOOD INDEPENDENT SCHOOLS 09.36 AP.21 **TRANSPORT/FIELD TRIP REQUEST FORM**

TODAY'S DATE 2-5-25 ☐ Elementary ☒ High School ☐ Guardian Angel

Faculty/Staff/Coach/Sponsor(s) MARSHA PARKE

Date(s) of Trip 2-22-25 Departure Time 6:00 AM Return Time 5:00 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. Also, staff are required to know where AED's are located if applicable. SEE BELOW.*

TYPE OF TRIP (CHECK ONE):

- ☐ Classroom Field Trip, Specify Class _____ ☐ Class Trip (i.e. Junior, Senior) ,Specify _____
☐ Organization/Club Trip, Specify _____ ☒ Other (athletic, band), Specify _____

****DESTINATION** CENTRE Miles (one way) to destination: 116 City/State DANVILLE

☐ Overnight: Give name of lodging and address N/A

TRANSPORTATION (to be completed by Requestor)

☒ **FORM** has been completed and approved by Brian Wever and is on the Transportation Spreadsheet.

****Does the trip exceed 100 miles?** ☒ Yes ☐ No **If Yes, trip requires Board of Ed approval.** See Below.

- ☐ Use of Common Carrier in Lieu of School Bus Procedure 09.36
☐ Private Vehicle, if allowed by policy. Specify Driver(s) _____

Purpose/Educational Value Track Number of days absent from school 0

Number of: Students Going on Trip 30 Faculty/Staff 4 Other Chaperones _____

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 2-5-25

Trip Approved

☐ Yes ☐ No Superintendent/Designee _____ Signature Date _____

☐ Yes ☐ No Board of Education if applicable _____ Signature Date _____

Related Procedures: 09.36 AP.211, 09.36 AP.212, 09.36 AP.23 Review/Revised: November 2018 Page 1 of 1

MUST COMPLETE PAGE 2 AS WELL and turn in with request form.

100 miles