

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

TODAY'S DATE 2/26/25 ☐ Elementary ☒ High School ☐ Guardian Angel

Faculty/Staff/Coach/Sponsor(s) Nick Berge

Date(s) of Trip 4/25-26 Departure Time 4:30p Return Time 3:00 p

*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 tennis match

DESTINATION Louisville Trinity Miles (one way) to destination: 95 City/State KY

☒ Overnight: Give name of lodging and address _____

TRANSPORTATION (to be completed by Requestor)

____ FORM has been completed and approved by Jim Swift 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) parent transport

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

Number of: Students Going on Trip 7 Faculty/Staff 1 Other Chaperones parents

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 2/25/2025

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.

OVERNIGHT
Boys Tennis.