

Carthage ESD #317

Field Trip/Transportation Request Form

Date of Trip	_____
Time & Place of Departure	_____
Destination	_____
Approx. Time of Arrival Home	_____
Purpose of Trip	_____
Teacher/Sponsor Making Request	_____
Grade/Class	_____
Number of Passengers	_____
Date of Request	_____

This Trip Requires Bus Transportation?	Yes	No
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Is the Bus required to Stay with the Group?	Yes	No
Note: Bus must be available at all times for students to leave in case of emergency, unless they are signed out to ride home with parents who are present.		

_____	_____	<input type="checkbox"/> Approved
Signature of Principal	Date	

_____	_____	<input type="checkbox"/> Approved
Signature of Superintendent	Date	

This "Transportation Request Form" needs to be submitted to the Superintendent's Office at least one week in advance of trip.
Approval is contingent upon availability of bus & driver.