

**PATRICK HENRY SCHOOLS - BUS TRANSPORTATION PERMIT FORM**

NUMBER OF STUDENTS ATTENDING \_\_\_\_\_ NUMBER OF BUSES NEEDED \_\_\_\_\_

DATE OF TRIP \_\_\_\_\_ LOCATION/TOWN \_\_\_\_\_

DESTINATION/PURPOSE (Ex: Zoo, Museum, Competition) \_\_\_\_\_

TIME OF DEPARTURE \_\_\_\_\_ TIME OF RETURN \_\_\_\_\_

TEACHER/ADVISOR \_\_\_\_\_ GRADE(S)/GROUP \_\_\_\_\_

WHERE STUDENTS ARE TO BE PICKED UP \_\_\_\_\_

GENERAL DIRECTIONS OF DESTINATION \_\_\_\_\_

(At least TWO WEEKS PRIOR NOTICE to the field trip date is requested.)

SUPERINTENDENT \_\_\_\_\_ DATE \_\_\_\_\_

Rev.11/96

# PATRICK HENRY SCHOOLS - FIELD TRIP REQUEST FORM

NUMBER OF STUDENTS ATTENDING \_\_\_\_\_ NUMBER OF BUSES NEEDED \_\_\_\_\_

COST OF TRIP PAID BY: \_\_\_\_\_

### DIRECTIONS:

1. The teacher will complete one copy of the Field Trip Request Form and one copy of the Bus Transportation Permit Form. Submit both forms to the appropriate building principal.
2. The principal will forward two copies of the Field Trip Request Form and one copy of the Bus Transportation Permit Form to the superintendent.
3. After approval is given, a Trip Ticket will be issued by the director of transportation.

DATE OF TRIP \_\_\_\_\_ LOCATION /TOWN \_\_\_\_\_

DESTINATION/PURPOSE (Ex.: Zoo, Museum, Competition) \_\_\_\_\_

TIME OF DEPARTURE \_\_\_\_\_ TIME OF RETURN \_\_\_\_\_

TEACHER/ADVISOR \_\_\_\_\_ SUBSTITUTE NEEDED? \_\_\_\_\_

GRADE (S) \_\_\_\_\_ HIGH SCHOOL CLASS \_\_\_\_\_

Trip Agenda (Places to be visited, time involved, etc.) \_\_\_\_\_

Classroom preparation prior to the trip: \_\_\_\_\_

What educational objectives are being met? \_\_\_\_\_

What follow-up classroom activities are planned after the trip? \_\_\_\_\_

\_\_\_\_\_  
PRINCIPAL DATE

\_\_\_\_\_  
SUPERINTENDENT DATE

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