

FIELD TRIP REQUEST FORM

Instructions

1. Consult Field Trip Guidelines in District Policy Manual prior to completing form.
2. Please email "DO-Field Trips" with any questions.
3. Field Trip Request must be submitted to Transportation Department at least 10 working school days prior to date of trip.
4. Permission Slips must be obtained in connection with all student travel.
5. All Field Trips (both Kyrene School District buses and outside carriers) must be scheduled through the Kyrene Transportation Department. Kyrene buses are available between the hours of 9:15am and back at the home school at 1:15pm.

GENERAL TRIP DETAILS & INFORMATION

DATE SUBMITTED: _____ SCHOOL NAME: _____
 TRIP NAME: _____ TRIP DATE: _____
 REASON FOR TRIP: _____
 EDUCATIONAL PURPOSE: _____

PO/REQ NUMBER: _____

ENTRANCE FEES Students \$ _____ Adults \$ _____

TRANSPORTATION _____ # Hours At \$ _____ Per Hour = _____ x # of Buses = _____

ESTIMATED COST NOTE** Elementary = 60 passengers per bus Middle School = 50 passengers per bus

WILL GROUP MISS LUNCH PERIOD? YES _____ NO _____

ORIGIN INFORMATION

TRIP ORIGIN: _____
 DEPARTURE TIME: _____ RETURN TIME: _____

DESTINATION INFORMATION

DESTINATION: _____
 DESTINATION ADDRESS: _____
 ARRIVAL TIME: _____ DEPARTURE TIME: _____

PASSENGER & VEHICLE COUNTS

ADULTS _____ STUDENTS _____ WHEELCHAIRS _____ # of BUSES _____

CONTACT NAME: _____ CONTACT PHONE: _____

NOTES, COMMENTS, REQUESTS: _____

 TEACHER DATE PRINCIPAL DATE