

MIAMI EAST LOCAL SCHOOLS

TRIP REQUEST FORM

(All requests must be received in the transportation department at least two (2) weeks in advance)

Teacher(s) Name(s) _____

Building _____

Grade _____

Date of Request _____

Number of Students _____

Trip to _____

Program _____

Destination Address _____

Date of Trip _____

Pick-up Time from School _____

Return Time to School _____

Please Code Outcomes of Trip to Course of Study: (Be Specific)

Adult Chaperones:

Details of Trip (Include timeline, and other stops, lunch arrangements, and any special needs)

Post-trip Activities: (Please be specific)

Signature of Building Principal _____

Signature of Superintendent _____

Signed copy will be return to building principal and one forwarded to transportation coordinator.

Teachers should be prepared to provide accurate directions for the bus driver when necessary. Please note return time to the school Must enable buses to be back for regular routes. Buses are available from 9:15 a.m. to 2:00 p.m. and after 4:45 p.m. on school days.

SEND FIELD TRIP FORM WITH EXTRA BUS TRIP TICKET FORM TO THE SUPERINTENDENT'S OFFICE

Confirmed: _____

Date: _____