

1. Principal Approval: (signature) _____ Date: _____

2. Transportation: Date tentatively approved by Bus Dispatcher.

Signature of School Secretary: _____ Date: _____

3. Verbal Agency Approval: (Asst. Director)

For student expenditures: _____ Date: _____

4. Staff expenditures require Requisition to be filled out and submitted to Business Office: _____

5. Transportation final arrangements by Bus Dispatcher:

Signature: _____ Date: _____

Driver: _____ Bus #: _____

Mileage: Start: _____ Finish: _____ Total: _____

6. Medication arrangements: Names of students going on trip should be faxed (see special fax form) to Infirmary. Follow up to make sure list is returned as soon as possible prior to trip. Nurse is responsible for picking up Meds and distribution of Meds on the day of trip.

Infirmary notified by fax on: Date: _____

Nurse notified of trip: Date: _____

7. School Office Secretary copies and distributes Trip Request Forms and all related forms to all concerned.

Date: _____

Pc: Principal
Bus Dispatcher
Requesting Teacher(s)
Nurse
Students' Counselors
Attendance Office

Agency Director (attach money request, if needed)
Administrative Supervisor
Social Workers
Kitchen (attach form re: lunches, if needed)
Cottages

