



Sumner County Board of Education Activity Trip Request Form

School Bus Required

This request form must be submitted to the appropriate office at least fourteen (14) days prior to the event

CHECK ALL THAT APPLY

OUT-OF-ST ATE OVERNIGHT VOCATIONAL OTHER _____

Date of Request: _____ Date of Trip: _____

School Name: _____ Grade Level Attending: _____

Number of Chaperones: _____ Number of Students: _____

Person(s) Requesting/Position: _____

Contact Information (name, phone number): _____

Contact Fax Number: _____ Contact E-mail Address: _____

Principal's Signature

Travel Information

Departure Date: _____ Arrival Date (Back to School): _____

Departure Time: _____ Arrival Time (Back to School): _____

Exact Destination: _____

Field Trip Site, City, State

Purpose for Travel: _____

Type of Event: Field Trip Athletics Assembly Meeting Performance

Mode of Travel: School Bus

If applicable, appropriate out-of-state travel forms must accompany this request.

For Central Office Use Only

Trip Approved Trip Denied

Signature _____
Director of Schools