

Sumner County Board of Education

Activity Trip Request

No School Bus Required

QPI #7 Aspects of Industry: Business Planning Management Health/Safety/Environment Finance
 Community Issues Principals of Technology Personal Work Habits Labor Technical & Production Skills

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

Funding Source _____

OUT-OF-STATE OVERNIGHT CAREER & TECHNICAL EDUCATION OTHER _____

Date of Request: _____ Date of Trip: _____

School Name: _____ Grade Level Attending: _____

Number of Chaperones: _____ Chaperone Name(s) _____

Person(s) Requesting/Position: _____ Number of Students: _____

Contact Information (name, phone number): _____

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

Principal's Signature

NOTE TO REQUESTING TEACHER(S): Did you complete and attach the "Request for Substitute Teacher" Form? YES NO

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 Meeting Performance/Competition

Mode of Travel: Charter Bus Teacher Vehicle Parent Vehicle Student Vehicle Rental Van(s) Plane

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

For Central Office Use Only

Trip Approved Trip Denied

Director of Schools