

Port Townsend School District -- STUDENT TRAVEL STUDENT TRAVEL AUTHORIZATION - TRANSPORTATION REQUEST

DUE TO PRINCIPAL AT LEAST 7 DAYS IN ADVANCE OF TRIP
(30 DAYS IN ADVANCE OF OVERNIGHT TRIP, TO ENSURE BOARD APPROVAL)

Field Trip
 ASB Activity
 Other _____

Submitted by: _____ Date of Request: _____
(teacher/advisor/coach)

For Class/Student Group: _____
(include grade level)

Date(s) of trip(s): _____ Departure time: _____ am/pm

Destination(s): _____ Return time: _____ am/pm

Address _____ City/State _____ Zip Code _____ Contact name/Phone _____

of Students: _____ # of Adults: _____

Funding Source: _____
Description

Charge to: _____
Account Code

Estimated Costs of Trip/Activity:

Transport: \$ _____ Subs: \$ _____

Other: \$ _____
(description of other costs)

FIELD TRIPS: *District Policy/Procedure #3220P: "Field trips are defined as travel away from school premises, under the supervision of a teacher, with an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom."*

Reason for trip (List educational purpose of the trip, objectives/activities planned): _____

How will students be transported?: District Bus District Van Other _____

Yes / No -- Substitute(s) required? Yes _____ How many? _____

Yes / No -- Sample itinerary and parent permission slip attached?

Yes / No -- Food Services notified?

DISTRICT TRANSPORTATION REQUEST: Bus Transport _____ estimated # District Van _____ estimated #

of Student in Wheelchairs: _____ *Ferry Required -- Yes / No _____
Which Terminal?

Other Information: _____

*(WSDOT requests notification 72 hours in advance of all school travel by ferry - bus, van, or walk-on; must include estimated number of students under 90 lbs.)

Building Approval:

District Approval (out-of-state &/or overnight trips)

(Principal) (Date)

(Superintendent/Designee) (Date)

Distribution -- Signed/Approved Copies to : Requester, Building Secretary, District Office