

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

DUE TO PRINCIPAL AT LEAST **14 DAYS IN ADVANCE** OF TRIP
(**30 DAYS IN ADVANCE** OF OVERNIGHT TRIP, TO ENSURE BOARD APPROVAL)

<input type="checkbox"/> Field Trip	<input type="checkbox"/> ASB Activity	<input type="checkbox"/> Other _____
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Submitted by: _____ Date of Request: _____
(teacher/advisor/coach)

School/Group (include Grade level): _____

Date(s) of trip(s): _____ # of Students: _____ # of Adults: _____

School/Pick-up Point: _____ Departure time: _____ am/pm

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

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

Funding Source: _____ Charge to GF: 10 E 530 _____ 007x _____
Description Account Code:

Charge to ASB: 40 E 530 _____ 00 0000 _____
Account Code:

FIELD TRIPS:

District Policy/Procedure #2320P: "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