

## ELIZABETH FORWARD SCHOOL DISTRICT

Keith Konyk, Superintendent of Schools

## TRANSPORTATION REQUEST FOR EDUCATIONAL FIELD TRIP/ACTIVITY

Request must be made at least 2 weeks prior to activity

	School Building	_ Grade	_ Date
Purpose of trip	Requested by	Trip Date_	
Number of Students Number of Buses  Departure time from building Destination arrival time  Departure from destination Other stops on return  Return time to building Number of staff and chaperones  Names of Chaperones-Clearances must be on file with building secretary.  Building Administrator Signature: Date:  Director of Transportation: Date:  Margaret Boucher 412-896-2378 mboucher@efsd.net	Location		
Departure time from building Destination arrival time  Departure from destination Other stops on return  Return time to building Number of staff and chaperones  Names of Chaperones-Clearances must be on file with building secretary.  Building Administrator Signature: Date:  Director of Transportation: Date:	Purpose of trip		
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Margaret Boucher 412-896-2378 mboucher@efsd.net	Building Administrator Signature	e:	Date:
	<del>-</del>		
Approved Disapproved Reason for disapproval:	Margo	aret Boucher 412-8	96-2378 mboucher@efsd.net
	Approved Disapproved	d Reaso	on for disapproval:

- The driver is permitted to make only the stops listed on the request form.
- Trips that extend over the lunch period will necessitate lunch provisions such as bag lunch or stop for lunch.