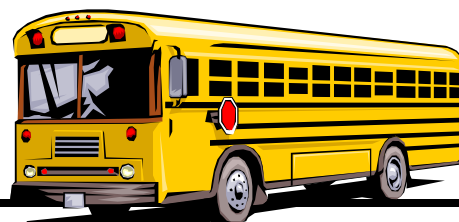


Bus Request Form



<i>Date of application:</i>	<i>Teacher:</i>
<i>School:</i>	<i>Grade:</i>
<i>Date of trip:</i>	<i>Place to visit:</i>
<i>Reason for trip:</i>	
<i>Pick-up time at school:</i>	<i>Return pick-up time at site:</i>
<i>Number of children:</i>	<i>Number of adults:</i>
<i>Bus admission price:</i>	<i>Please check one:</i> <input type="checkbox"/> Mandatory <input type="checkbox"/> Optional

<i>Teacher's signature and date:</i>	<i>Principal's signature and date:</i>
<i>Transportation office approval and date:</i>	

Instructions/Reminders:



1. Please complete and print two copies of this form. Forward both signed copies to **Brenda Leanos** in the transportation office. One copy will be returned to your school office. The duplicate copy will be placed on file in the Administration Center.
2. This form is to be submitted at least **three weeks** prior to the requested field trip date.
3. Buses must be boarded at field trip site by **1:30 p.m.** and be back in our school district by **2:00 p.m.**