TRANSPORTATION REQUEST FORM

Requested By ________________________ Request Date ____________

Date of Trip ____

Departure Time ______________ Returning Time _________________

Reason/Event ____

Destination ____

Class Organization ____

Number of Students _________ From Which Campus: HS MS ELEM

Requesting Bus or Van? ____

Special Transportation Needs ____________________________________

Driver Requested ____

SEND REQUEST TO CHARLOTTE AT THE HIGH SCHOOL AFTER RECEIVING PRINCIPAL APPROVAL FROM YOUR CAMPUS.

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APPROVED ________

DISAPPROVED ____________

PRINCIPAL SIGNATURE AND DATE

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All bus or van requests for field trips need to be in the office two weeks prior to the event. A list of the students that are participating in the above trip must be turned in to the principal’s office at least 3 days prior to the trip if they will be missing class.

Remember!! A completed trip ticket must be turned in the day following the trip.
Questions regarding bus or van requests – call Charlotte at 433-1542 EXT 240