

Procedures for Field Trip/Bus Request

- Complete the Field Trip/Bus Request Form
- Send to Director of Schools
- At least two (2) weeks advanced notice required
- Please no phone-calls-requests will be granted on first-come-first served basis
- A copy of your request will be returned to you

**MANCHESTER CITY SCHOOLS
FIELD TRIP AND BUS REQUEST FORM**

Name of Employee Requesting: _____ Date: _____

Name of School or Department: ___ CSES ___ WES ___ WJH ___ SPED

Date of Trip: ___ / ___ / ___ Location: _____

Funded By: _____

Out of State: ___ Yes ___ No	Overnight: ___ Yes ___ No
Board Approval Required	Director of Schools Approval Required
Date Approved: ___ / ___ / ___	Date Approved: ___ / ___ / ___
Signature: _____	Signature: _____

Type of Transportation: ___ Our Bus ___ Coffee Co. Bus ___ Walking
 ___ Charter Bus ___ Cars

Time of Departure: _____ Time of Return: _____

Number of Students: _____ Donation per Student (if any): _____

Number /Names of Supervising Adults: _____

How does this field trip relate to the curriculum? Explain in detail: _____ _____ _____ _____

Principal's Signature: _____ **Date:** _____

CENTRAL OFFICE USE ONLY	
Request Granted: _____	Denied: _____
Denial Explanation: ___ Date Not Available ___ Form Is Incomplete	___ Bus Driver Not Available ___ Request Received Late
Bus Driver: ___ Aide ___ Coach ___ Other (please name) _____	
Director's Signature: _____	Date: _____