

PLYMOUTH COMMUNITY SCHOOL CORPORATION

STUDENT ACTIVITY REQUISITION – FIELD TRIP

Date of Activity: _____ Length of time to complete the activity: _____

Number of students participating: _____ Substitute teacher needed for periods: _____

Location of activity: _____

Name of Guide/Speaker and Description of Activity:

Educational Objective (list the curricular area(s) this activity supports):

Chaperones (attach a list if necessary): _____

Attach itinerary: _____

I certify that the activity being requested is in compliance with all the following criteria:

- a. The activity is consistent with and promotes the written educational philosophy and goals of the local school corporation and the State Board of Education.
- b. The activity is necessary for the attainment of specific educational goals of the participating students or the school.
- c. The activity cannot occur without interrupting the instructional day.
- d. The activity represents a unique educational opportunity for participants or fulfills a unique community priority.
- e. The activity has the approval of the principal and the Superintendent.

Teacher / Sponsor

School Building

Grade Level / Department

Date

Principal Approval

Superintendent Approval

Date

Date

(Bus Request Can Be Found On Next Page)

PLYMOUTH COMMUNITY SCHOOL CORPORATION

BUS REQUEST FORM

School Activity: _____ Destination: _____

Bus (es) - Vans Needed: _____ Number of Students to be transported: _____

Sponsoring Organization: _____

Fees to paid by: (check one)

PHS ____ LJR ____ Jefferson ____ Menominee ____ Washington ____ Webster ____ Other ____

Departure From Loading Point	Date		Return Date		Supervisor (s) On Trip
		Time a.m. p.m.		Time a.m. p.m.	

Prepare an extra copy of the Bus Request Form for each bus/ Vehicle needed beyond one.

Request Filed: _____
(Date) (Sponsor)

(Date) (Principal)

(Date) (Superintendent)

Certification of Driver (s) and Bus (es) Scheduled for Trip

Name of Driver	License Number	Bus # / Van	Total Miles	Estimated Fees		
				Driver	Bus Rental	Total

This is to certify that the above bus driver (s) is/are authorized to operate said bus (es) for the school sponsored trip which is being conducted at the direction of and under the supervision of the School Authorities of Plymouth Community School Corporation.

Certified: _____
(Date) (Transportation Director)

NOTE: Upon completion of the trip, the bus driver is to fill out and sign a Trip Report, have it signed by the Sponsor of the Organization making use of said bus, and submit it along with the Bus Request Form to the Supervisor of Transportation.