

Entiat School District # 127

Revised 05.11.16

Trip Request Form

Form must be turned in to Irma in the District Office **at least 14 days** before the date of departure. After the trip has been approved, Irma will provide you with a permission slip.

Please DO NOT create your own permission slip.

Teacher's/Advisor's Name: _____ Today's Date: _____

Destination: _____

Class/Group: _____

Date of Trip: _____ Date Permission Slip Needed: _____

Departure Time: _____ Return Time: _____

Contact Person @ Destination: _____

Phone Number: _____

Type of Transportation Needed: Bus Number of Students: _____

Ferry—requires extra form and at least 96 hours notice Yukon Number of Adults: _____

Other (please explain) _____

Chaperones Requested? Yes No How Many? _____

What is the Educational Purpose of the Trip? _____

Special Equipment Needed? _____

Other Information for Permission Slip: _____

Sack Lunch Lunch Money Letter to be sent/attached

Signature of Teacher/Advisor: _____

Approved

Denied

Approved

Denied

Principal's Signature

Date

Transportation Signature

Date

** Approval is subject to availability of buses and/or drivers.

** Departure and Arrival times may need to be negotiated depending on schedule conflict with regular bus routes.