

# Entiat School District # 127

Revised 04.13.23

## Trip Request Form

Form must be turned in to Britney 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 <input type="checkbox"/>	Approved <input type="checkbox"/>	Approved <input type="checkbox"/>
Denied <input type="checkbox"/>	Denied <input type="checkbox"/>	Denied <input type="checkbox"/>

_____ Principal's Signature	_____ Date	_____ Superintendent Signature	_____ Date	_____ Transportation Signature	_____ Date
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\*\* 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.