# Port Townsend School District -- STUDENT TRAVEL

## STUDENT TRAVEL AUTHORIZATION - TRANSPORTATION REQUEST

**DUE TO PRINCIPAL AT LEAST 7 DAYS IN ADVANCE OF TRIP**

(30 DAYS IN ADVANCE OF OVERNIGHT TRIP, TO ENSURE BOARD APPROVAL)

<table>
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<tr>
<th>□ Field Trip</th>
<th>□ ASB Activity</th>
<th>□ Other __________________________</th>
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Submitted by: ____________________________  Date of Request: _________________

(teacher/advisor/coach)

For Class/Student Group: ____________________________

(include grade level)

Date(s) of trip(s): ____________________

Departure time: __________ am/pm

Destination(s): ____________________________

Return time: __________ am/pm

Address ____________________________  City/State ____________________________  Zip Code ____________________________  Contact name/Phone ____________________________

# of Students: ________ # of Adults: ________

Funding Source: ____________________________

Description ____________________________

Charge to: ____________________________

Account Code ____________________________

### Estimated Costs of Trip/Activity:

Transport: $________  Subs:$________  Other: $_______  (description of other costs)

### FIELD TRIPS:

District Policy/Procedure #3220P: “Field trips are defined as travel away from school premises, under the supervision of a teacher, with an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom.”

Reason for trip (List educational purpose of the trip, objectives/activities planned): __________________________________________

________________________________________________________________________

How will students be transported?: □ District Bus  □ District Van  □ Other ____________________________

Yes / No -- Substitute(s) required?  Yes ____  How many? ________

Yes / No -- Sample itinerary and parent permission slip attached?

Yes / No -- Food Services notified?

### DISTRICT TRANSPORTATION REQUEST:

□ Bus Transport  □ District Van

# of Student in Wheelchairs: ________  *Ferry Required -- Yes / No

Which Terminal?

Other Information: ____________________________

*(WSDOT requests notification 72 hours in advance of all school travel by ferry - bus, van, or walk-on; must include estimated number of students under 90 lbs.)

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### Building Approval:

(Principal) ____________________________  (Date) ____________________________

### District Approval (out-of-state &/or overnight trips)

(Superintendent/Designee) ____________________________  (Date) ____________________________

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Distribution -- Signed/Approved Copies to: □ Requester, □ Building Secretary, □ District Office