

Travel Request Form

Welcome to Farmington Municipal Schools Travel Tracker, your one-stop travel center. Within this software, you can submit student field trip requests, reserve a bus for a field trip or athletic event, and reserve a district vehicle for staff travel. If you have any questions or comments please contact the TransACT support desk by clicking on the Support/Training Links in the upper right-hand corner.

Please review Procedures for Field Trip/Athletic and Activity Trips

For additional help please [visit this link for Procedures for Field Trip/Athletic and Activity Trips](#)

Trip Number **35719**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
Native American Programs

Trip Leave

* Date 11/6/27 **Saturday**

* Time 6:30 AM

Trip Return

* Date 11/6/27 **Saturday**

* Time 5:15 PM

Actual Time TBD No

Trip Year/Week 2027-45



Use this button to create recurring/overnight trips that have students on board. Do not use Recurring for staff only trips.

* Does this trip require Board approval? Yes

Comments This is a field trip scheduled for November 6, 2026 on a Friday. Departing from Animas Elementary at 6:30 AM and returning by 5:15PM.

* Your School/Dept 01 Animas Elementary
1612 Hutton Avenue, Farmington, NM 87402

* **Do you have students with health concerns on this trip? Don't list student names, only the health conditions due to HIPPA.** Yes [Details Concerning Health Concerns](#)
We have students who have asthma and allergic reactions. We will be carrying their medical supplies with us.

* Main Destination Other (Type Below)
Indn Rte 7, Chinle, AZ 86503, USA
Canyon de Chelly National Monument * **Destination** Canyon de Chelly

Destination Not Listed	Welcome Center, Indn Rte 7, Chinle, AZ, USA	Name	National Monument
* Approximate Nbr of Miles Round Trip	115.00		
Special Instructions for Permission Slip	We will stop at Subway in Kirtland, NM for a dinner meal before returning to the school.		

* Funding Source #1 (if one group or school is paying)	Native American Programs	Budget Code	5131101030.55817 TC:215
Funding Source Desc		Budget Code Desc	
Funding Approver	ggarrity@fms.k12.nm.us		

* Funding Source #2 (if trip cost is being split between groups or schools)	Select	Budget Code	
Funding Source Desc		Budget Code Desc	
Funding Approver			

* Teacher / Advisor / Staff Name	Karen Jim
* Teacher / Advisor / Staff Phone #	(505) 269-8458
Teacher / Advisor / Staff Email	kjim@fms.k12.nm.us
Note: This email will receive the requester emails if different from requester	
Emergency Contact Info	☒ Same as Teacher / Advisor / Staff
* Emergency Contact Name	Karen Jim
* Emergency Contact Phone #	(505) 269-8458

* Grade Level(s) Making Trip	5
* Educational Objective for Field Trip	This field trip supports culturally responsive teaching by allowing students to learn directly from Diné cultural perspectives, stories, history, and traditions while visiting a significant Diné homeland. Students connect their classroom learning and literature to a real cultural landscape, developing respect and understanding for the people, culture, and history of their own region.

* Special Indicators	Out of town day trip
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Number of Individuals Making Trip

*	Total Adults	11
*	Total Students	66

* Will the students be away from school during lunch? Yes

* If so, will these students need packed lunches? Yes

Nbr Students 66 Teacher Karen Jim

Bagged lunches have been requested for this field trip. Please contact teacher to verify number of lunches needed.

* Will you be using outside transportation (charter bus, train, plane, etc...) By choosing "YES" means you will not be using an FMS Bus or District Vehicle. No

Vehicles Needed

* Do you need to schedule buses or other vehicles? If "NO" this means you are using outside transportation services. Yes

☐ Check here to indicate trip is drop-off only Location

☐ Check here to indicate trip is pickup only Location

Vehicle Pickup

*	Date	11/6/27
*	Time	6:30 AM

Arrive at Venue (Info Only)

*	Date	11/6/27
*	Time	9:30 AM

Depart Venue (Info Only)

*	Date	11/6/27
*	Time	1:30 PM

Vehicle Return

*	Date	11/6/27
*	Time	5:15 PM

Total Trip Hours 10.75

* Type of vehicles needed to reserve Bus


* How many vehicles do you need? 2

Vehicle Guidelines:

Maximum Capacity:

For trips in San Juan County
Elementary School Students=71
Middle School Students=55
High School Students=48

For out of town trips 48

* Do you need a wheelchair lift? No

Comments or Details Concerning Needs.

We will have parents that will be driving their own vehicle on this field trip. However, we will need at least 3 adults on each bus to monitor students.

If using a district vehicle (not a bus),
provide the authorized driver's name.
The driver must be approved on the
district vehicle drivers list.

Owner bhuish@fms.k12.nm.us

Bid Id/Closing Date

Person Submitting Request kjim@fms.k12.nm.us

Date Submitted

Field Trip Acceptance of Responsibility

I have read and will adhere to all School Board Policies that apply to field or athletic trips.

* I have read and understand the information above.

Yes

Level 01 Approval - Location Approval

Comment

Decision Approved

Name tbejar@fms.k12.nm.us

Decision Date Sep 9, 2026, 1:35:23 PM

Level 05 Approval - Funding Source Approval

Comment

Decision Approved

Name ggarrity@fms.k12.nm.us

Decision Date Sep 10, 2026, 7:47:20 AM

Level 07 Approval - Superintendent Approval

Comment

Decision Approved

Name cdiehl@fms.k12.nm.us

Decision Date Sep 10, 2026, 9:13:01 AM

Level 09 Approval - Transportation Approval

Comment

Decision

Name

Decision Date