



FIELD TRIP AND TRANSPORTATION REQUEST FORM

Check If Board Approval Is Needed.

- ☒ Overnight
☐ Out of State
☒ CTE
☐ International
☐ Special Education

Date Approved _____

CALL PAM KING (ext. 2901) IN TRANSPORTATION TO CONFIRM AVAILABILITY OF BUS SERVICE BEFORE SCHEDULING.

- For **DAYTIME** field trips, send completed form to the Office of the Assistant Superintendent of Teaching and Learning office **five working days** prior to departure.
- OUT-OF-STATE** field trips must be approved by the Board of Education **60** days prior to departure.
- IN-STATE**, overnight field trips must be approved by the Board of Education **30** days prior to departure.
- International field trips must be approved by the Board of Education no later than October of the year prior to the trip (e.g. October 2025 for the 2026-27 school year.)
- All requests are to be submitted to the Office of the Assistant Superintendent of Teaching and Learning 10 days prior to the Board meeting when approval will be sought.
- Upon approval, the Assistant Superintendent will forward the request to the Transportation Department; a copy will be emailed to the requesting building/person.
- Call Transportation two (2) days prior to departure to confirm paperwork was received and arrangements made. **DO NOT EMAIL. Pam's ext. 2901**
- Cost: \$65/hour LOCS staff requests; Add one (1) hour's cost (\$65) to each trip for pre-trip and post-trip travel time.

FIELD TRIP INFORMATION (Complete all fields)

Account Number for LOCS Transportation only 140-271-5100-3447-410-2900-54230000			Date 8 25-2026	
Building LOHS - CTE (Marketing -DECA)		First, last name of trip leaders Teresa Snyder		
Transportation (please check one) # of Busses <u>1</u> ☐ Tour Bus ☒ District Bus ☐ District Special Purpose Bus ☐ Staff vehicle ☐ Student Vehicle ☐ Parent Vehicle ☐ Plane		Name and address of destination State Leadership Conference Michigan State University East Lansing, MI		
Group and/or grade level DECA		☐ Field trip ☐ Competition ☐ CTE/Career Readiness		
Date of Visit October 26-27 2026	# of Students 25	# of Chaperones 3	Cell Phone Number of Trip Leader 586 549 5232	
Date & Time Leaving October 26 10am	☐ Before 8:30 a.m.	Date & Time Returning October 27 4pm	☒ After 2:15 p.m.	# of School Days Missed 2
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) Students will attend various seminars business principles, standards, DECA, career readiness, competition tips				
Cost of Trip \$300	Cost to Student \$300	How will trip be funded? student pay for self and CTE pays for bus		
Building Administrator Signature Daniel T. Haas		Date 9-10-26		

AUTHORIZATION

Education ☒ Yes ☐ No	Assistant Superintendent of Teaching and Learning Signature 	Date 9/10/26
Transportation ☐ Yes ☐ No	Director of Transportation Signature	Date
Board of Education - Overnight and international trips only ☐ Yes ☐ No	Board Member Signature	Date