

## 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 **29326**

\* Category Travel With Students

\* Type of Trip Field Trip

\* Field Trip Event  
General

### Trip Leave

\* Date 12/1/23 **Friday**

\* Time 6:45 AM

### Trip Return

\* Date 12/1/23 **Friday**

\* Time 9:30 PM

**Actual Time TBD** No

**Trip Year/Week** 2023-48



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 My fifth grade students will be told that we are leaving at 6:45, but based on last year's trip, we will depart at 7:00 a.m. after completing the necessary paperwork. Pick up will be in front of Animas by our main entrance.

\* 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. No

\* Main Destination Other (Type Below)  
710 Camino Lejo, Santa Fe, NM 87505, USA

Destination Not Listed

710 Camino Lejo, Santa Fe, NM  
87505, USA\* **Destination  
Name**Museum of Indian Arts &  
Culture

\* Approximate Nbr of Miles Round Trip

Special Instructions for  
Permission Slip

\* **Funding Source  
#1 (if one group  
or school is  
paying)** Animas Elementary Budget Code FII  
740721001553330

Funding Source School Budget Budget Code  
Desc Desc

Funding Approver

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

Funding Source Budget Code  
Desc Desc

Funding Approver

\* Teacher / Advisor / Staff Name Nicole Wayne  
\* Teacher / Advisor / Staff Phone # 505-793-2818  
Teacher / Advisor / Staff Email nwayne@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 Nicole Wayne  
\* Emergency Contact Phone # 505-793-2818

\* Grade Level(s) Making Trip 5

\* Educational Objective for Field Trip The majority of my students have never visited an actual art museum. My students will be weaving baskets in November, which aligns with Native American History Month. At Animas, nearly 60% of our students are Diné. The Museum of Indian Arts & Culture has a tour about baskets as well as a tour about ceramics. My students will be working with clay in the spring. We will be going to Santa Fe via NM-96 and NM-84, so my students can see the landscapes that Georgia O'Keeffe painted. Their first project of this school year is based on the artistic practice of Georgia O'Keeffe. We are not going to the Georgia O'Keeffe Museum this year because they are undergoing construction.

We will be visiting the State Capitol again, which supports social studies standards regarding the teaching of New Mexico history and civics.

Special Indicators

Out of town day trip

### Number of Individuals Making Trip

*	Total Adults	9
*	Total Students	63

- \* Will the students be away from school during lunch? Yes
- \* If so, will these students need packed lunches? Yes

Nbr Students 63 Teacher Nicole Wayne

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...) This option means you will not need 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. Yes

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

☐ Check here to indicate trip is pickup only Location

#### Vehicle Pickup

*	Date	12/1/23
*	Time	6:30 AM

#### Arrive at Venue (Info Only)

*	Date	12/1/23
*	Time	10:30 AM


#### Depart Venue (Info Only)

*	Date	12/1/23
*	Time	6:00 PM

#### Vehicle Return

*	Date	12/1/23
*	Time	10:00 PM

Total Trip Hours 15.50

- \* Type of vehicles needed to reserve Bus 

- \* How many vehicles do you need? 2

#### Vehicle Guidelines:

Maximum Capacity:  
Elementary School Students=71  
Middle School Students=55  
High School Students=48

- \* Do you need a wheelchair lift? No

**Comments or Details Concerning Needs.**

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 23-12 11/30/2023

Person Submitting Request nwayne@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 nmurillo@fms.k12.nm.us

Decision Date Oct 2, 2023, 2:10:30 PM

**Level 07 Approval - Superintendent Approval**

Comment

Decision Approved

Name cdiehl@fms.k12.nm.us

Decision Date Oct 3, 2023, 9:42:19 AM

**Level 09 Approval - Transportation Approval**

Comment

Decision

Name

Decision Date