

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 **30080**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
Native American Programs

Trip Leave

* Date 4/27/24 **Saturday**

* Time 6:00 AM

Trip Return

* Date 5/1/24 **Wednesday**

* Time 10:00 PM

Actual Time TBD No

Trip Year/Week 2024-17



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 Students have worked with their Native American Counselor Dacia Yazzie and the Indian Education Committee to secure funding. They plan to fly then utilize local transportation options to stay in walking distance of the competition.

* Your School/Dept 14 Farmington High School
2200 North Sunset Ave, Farmington, NM 87401

* **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)
Dallas, TX, USA

Destination Not Listed	Dallas TX	* Destination Name	Kay Bailey Convention Center
* Approximate Nbr of Miles Round Trip	<input type="text" value="1800.00"/>		
Special Instructions for Permission Slip	Kay Bailey Convention Center Dallas TX		

Funding Source #1 (if one group or school is paying)	Native American Programs	Budget Code	25131.1000.55817.030.000
Funding Source Desc		Budget Code Desc	
Funding Approver	ggarrity@fms.k12.nm.us		

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

* Teacher / Advisor / Staff Name	Gretchen Greer
* Teacher / Advisor / Staff Phone #	9707690209
Teacher / Advisor / Staff Email	ggreer@fms.k12.nm.us
Note: This email will receive the requester emails if different from requester	
Emergency Contact Info	<input type="checkbox"/> Same as Teacher / Advisor / Staff
* Emergency Contact Name	Brad McKibben
* Emergency Contact Phone #	5055926563

* Grade Level(s) Making Trip	11 12
* Educational Objective for Field Trip	JROTC Students will be competing in the National Military Division of VEX Robotics to be held during the World VEX Competition in Dallas TX April 28-30. During this three day event students will practice soft skills like teamwork, collaboration, time management, and communication while they work with other cadets who have made it thus far from each branch of the military. Our students strive to represent the Navajo Nation & Farmington this year during the parade of nations during the

opening ceremony. Students will interview prior to the inperson competition and again while there competing for excellence awards and scholarships. One member will be asked to serve as an ambassador for a shift to help show visitors around the colosseum.

Special Indicators Out of town overnight trip

Number of Individuals Making Trip

*	Total Adults	1
*	Total Students	3

* Will the students be away from school during lunch? No

* Will you be using outside transportation (charter bus, train, plane, etc...) This option means you will not need an FMS Bus or District Vehicle. Yes

* Please indicate mode of travel. Please include details of trip, including itineraries. Indicate chartered transportation company if applicable.

Plane - Itinerary TBD

Vehicles Needed

* Do you need to schedule buses or other vehicles? If no this means you are using outside transportation. No

Person Submitting Request ggreer@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 briley@fms.k12.nm.us

Decision Date Mar 8, 2024, 1:29:29 PM

Level 02 Approval - Second Level Location Approval

Comment

Decision Approved

Name mblades@fms.k12.nm.us

Decision Date Mar 8, 2024, 1:49:16 PM

Level 05 Approval - Funding Source Approval

Comment

Decision Approved

Name ggarrity@fms.k12.nm.us

Decision Date Mar 8, 2024, 2:46:13 PM

Level 07 Approval - Superintendent Approval

Comment

Decision Approved

Name cdiehl@fms.k12.nm.us

Decision Date Mar 15, 2024, 2:40:22 PM

Level 09 Approval - Transportation Approval

Comment

Decision

Name

Decision Date

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.

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Trip Number **30082**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
STEM

Trip Leave

* Date 4/27/24 **Saturday**

* Time 8:00 AM

Trip Return

* Date 5/1/24 **Wednesday**

* Time 9:00 PM

Actual Time TBD Yes

Trip Year/Week 2024-17



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

This is during our morning route times. Trips should be scheduled to leave after 8:30 am.

* Does this trip require Board approval? Yes

Comments Students will be dropped off at the airport by Parents and picked up at the airport by parents.

* Your School/Dept 14 Farmington High School
2200 North Sunset Ave, Farmington, NM 87401

* **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)
Dallas, TX, USA

Destination Not Listed	Dallas, Texas, USA	* Destination Name	VEX ROBOTIC
* Approximate Nbr of Miles Round Trip	<input type="text" value="1654.97"/>		
Special Instructions for Permission Slip	Out of state trip.		

Funding Source #1 (if one group or school is paying)	Native American Programs	Budget Code	25131.1000.55817.030.000
Funding Source Desc		Budget Code Desc	
Funding Approver	ggarrity@fms.k12.nm.us		

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

* Teacher / Advisor / Staff Name	Bradley McKibben
* Teacher / Advisor / Staff Phone #	505-324-0352
Teacher / Advisor / Staff Email	bmckibben@fms.k12.nm.us
Note: This email will receive the requester emails if different from requester	
Emergency Contact Info	<input checked="" type="checkbox"/> Same as Teacher / Advisor / Staff
* Emergency Contact Name	Bradley McKibben
* Emergency Contact Phone #	505-324-0352

* Grade Level(s) Making Trip	11 12
* Educational Objective for Field Trip	Students (Damien Nelson, Moraes John and Dylan Manning) have met the requirements/standards to compete in a robotics competition with other schools worldwide in Dallax, TX (Convention Center). Students will showcase their competitive skills in coding, robotic driving and building. The students have built a robot to adapt to various surroundings and obstacles. The students have utilized engineering, coding, teamwork and collaborative skills over years of hard work. The

name of the robot is FOX 1. Students will be competing for recognition, scholarships, jobs and further advancement.

Special Indicators Out of town overnight trip

Number of Individuals Making Trip

*	Total Adults	1
*	Total Students	3

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

* If so, will these students need packed lunches? No

Nbr Students 3 **Teacher** Bradley McKibben

Students will be away from school during the lunch period.

* Will you be using outside transportation (charter bus, train, plane, etc...) This option means you will not need an FMS Bus or District Vehicle. Yes

* Please indicate mode of travel. Please include details of trip, including itineraries. Indicate chartered transportation company if applicable.

Students will depart to Dallas Texas on April 27th from the Durango or Albuquerque airport and will return on May 1st.

<https://www.robotevents.com/robot-competitions/vex-robotics-competition/RE-VRC-23-3695.html#general-info>

Vehicles Needed

* Do you need to schedule buses or other vehicles? If no this means you are using outside transportation. No

Person Submitting Request dyazzie@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 briley@fms.k12.nm.us

Decision Date Mar 9, 2024, 8:45:26 PM

Level 02 Approval - Second Level Location Approval

Comment

Decision Approved

Name rotorres@fms.k12.nm.us

Decision Date Mar 18, 2024, 7:20:56 AM

Level 05 Approval - Funding Source Approval

Comment

Decision Approved

Name ggarrity@fms.k12.nm.us

Decision Date Mar 18, 2024, 11:26:29 AM

Level 07 Approval - Superintendent Approval

Comment

Decision Approved

Name cdiehl@fms.k12.nm.us

Decision Date Mar 18, 2024, 4:01:34 PM

Level 09 Approval - Transportation Approval

Comment

Decision

Name

Decision Date