

### 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 **30148**

\* Category Travel With Students

\* Type of Trip Field Trip

\* Field Trip Event  
General

**Trip Leave**

\* Date 5/8/24 **Wednesday**

\* Time 6:00 AM

**Trip Return**

\* Date 5/10/24 **Friday**

\* Time 12:30 PM

**Actual Time TBD** No

Trip Year/Week 2024-19

\* Does this trip require Board approval? Yes

Comments Anna Wilson and Madalyn Templeton were selected by John Hopkins University to travel to Washington DC with two students to present on the CATE Centers High School Redesign on Belonging focusing on student voice for school improvement. The students who will be traveling are Ezekial Hines and Rodrigo Lopez from Farmington High School. JHU is covering cost of Travel including hotel and flights for Participants. The district will be covering the cost of subs for teachers to attend.

\* Your School/Dept ⓘ 104 Curriculum Secondary  
3401 East 30th, 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)  
Washington, DC, USA

Destination Not Listed Washington D.C., DC, USA

\* **Destination Name** Washington DC for JHU HS Redesign

\* Approximate Nbr of Miles Round Trip

Special Instructions for Permission Slip Anna Wilson and Madalyn Templeton were selected by John Hopkins University to travel to Washington DC with two students to present on the CATE Centers High School Redesign on Belonging focusing on student voice for school improvement. The students

who will be traveling are Ezekial Hines and Rodrigo Lopez from Farmington High School. JHU is covering cost of Travel including hotel and flights for Participants. The district will be covering the cost of subs for teachers to attend.

**Funding Source #1 (if one group or school is paying)**

\* College and Career Readiness Budget Code 7502101101.55817

Funding Source Desc Budget Code Desc

Funding Approver mmcminn@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 Madalyn Templeton

\* Teacher / Advisor / Staff Phone # 505-787-1263

Teacher / Advisor / Staff Email mtempleton@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 Madalyn Templeton

\* Emergency Contact Phone # 505-787-1263

\* Grade Level(s) Making Trip 10  
12

\* Educational Objective for Field Trip Anna Wilson and Madalyn Templeton were selected by John Hopkins University to travel to Washington DC with two students to present on the CATE Centers High School Redesign on Belonging focusing on student voice for school improvement. The students who will be traveling are Ezekial Hines and Rodrigo Lopez from Farmington High School. JHU is covering the cost of Travel including hotel and flights for Participants. The district will be covering the cost of subs for teachers to attend.

Special Indicators Out of town overnight trip

**Number of Individuals Making Trip**

\* Total Adults 2

\* Total Students 2

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

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

**Nbr Students** 2 **Teacher** Madalyn Templeton

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.

Teachers and students will depart on May 8th at 6am. Students will get their own transportation to the airport. Layover in Dallas and then travel to Washington D.C. . Students and teachers will take the metro to the hotel and sightsee the first evening. Morning of the 9th report to JHU and attend meetings with legislatures all day on the 9th. Leave at 6:30 am on the 10th and return to Laplata airport by 12:30 pm.

### Vehicles Needed

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

Person Submitting Request mmcminn@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 kellsworth@fms.k12.nm.us

Decision Date Mar 25, 2024, 1:18:16 PM

### Level 05 Approval - Funding Source Approval

Comment

Decision Approved

Name mmcminn@fms.k12.nm.us

Decision Date Mar 25, 2024, 3:51:18 PM

### Level 09 Approval - Transportation Approval

Comment

Decision Approved

Name bhuish@fms.k12.nm.us

Decision Date Mar 26, 2024, 5:32:44 AM