

Rec 4/3

## Bus Reservation Form

Today's Date: 4/3/13

Field Trip Date: 4/12/13

Destination: Unm Cadaver Lab

Purpose of Field Trip: AEP

Departure Time from School: 10 AM

Departure Time from Destination: 1:30 pm

Arrival Time to School: 1:50 pm

Will you be at this location the entire time?  Y /  N

Number of students: 17 Grade Level(s): 11-12

Number of Adults: 2+ (You must have one sponsor for every 10 students.)

\*\*There must be a **10 business day** lead time to order a bus for field trips and events. Please note that this lead time is **after** all of the required signatures have been obtained.

\*\*Please attach a list of student names (including grade) to this form, and return them to the office **front desk**.

Head Sponsor Signature CR Martinez

Coordinator Signature [Signature]

Director of Studies [Signature]