

To: Laurie

Field Trip & Bus Reservation Form

Today's Date: 8/22/2013

Field Trip Date: 9/10/2013

Destination: Rio Grande River and Campbell Road

Date on Prep Calendar? (FOA use)

Purpose of Field Trip: To learn how to do field research

Are buses needed? (circle one) Yes or No

If no, have you completed faculty driver permission form and given it to HR Manager? Yes or No
(see attached form)

Have you given students permission forms (online or at Front Office) for parents to sign? Yes or No

Departure Time from School: 9:30 AM

Departure Time from Destination: 3:15 PM

Arrival Time to School: 3:30 PM

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

From where would you like the bus to depart?

Circle one: WG FH PAC El Paraiso (OLP) El Paraiso (Tennis Courts)
(8:00am departures should leave from El Paraiso.)

Where do you want the bus to return?

Circle one: WG FH PAC El Paraiso (OLP) El Paraiso (Tennis Courts)
(3:30pm returns should park on El Paraiso.)

Number of Students: 20 Grade Level(s): 6th

Number of Adults: ~6 (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 Front Office Assistant.

On the date of the fieldtrip, a list of students physically attending should be provided to the attendance with the Front Office prior to departure.

Head Sponsor Signature Larry Hanley Cell #: 505-250-4050

Dean of Students for Grade(s) Involved [Signature]

Assistant Head for Academics [Signature]

Assistant Head for Student Life [Signature]