

NO BUS NEEDED

Field Trip & Bus Reservation Form

Today's Date: 1/21/14

Field Trip Date: 2/12/14

Destination: Mission Elementary

Purpose of Field Trip: Community Service

Are buses needed? (circle one) Yes or No Walking

If no, have you completed Faculty Driver Permission form & given it to Cindy? Yes or No

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

Departure Time from School: 845

Departure Time from Destination: 1045

Arrival Time to School: 1100

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)
(8:00 am 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)
(3:00 pm returns should park on El Paraiso.)

Number of Students: 25-30 Grade Level(s): 7th-8th

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 Front Office Assistant.**

___ **On the date of the fieldtrip, notify the Front Office of any attendance changes.**

Sponsor Signature [Signature] Cell #: 463-0719 Date 1/21/14

Dean(s) of Grade(s) Involved [Signature] Date 1/21/14

Assistant Head for Academics [Signature] Date _____

Assistant Head for Student Life [Signature] Date _____

Date Laurie Received: 1/22
Date on Calendar: _____