

Tri-City CUSD #1 – Transportation Request Form

(Request must be received by Transportation Director two weeks prior to each trip)

Field Trip Athletic/Competition Request School-Club Sponsored
 Building Secretary has notified the Cafeteria Manager of absence during lunch (if applicable)

Date Submitted to Transportation Director: _____

Event Name: _____

Trip Destination: _____
(School/Business Name and Location)

Date: _____ Departure Time: _____ Return Time: _____

Purpose/Educational Value: _____

Requested by teacher/coach: _____

Grades(s)/Team Attending: _____ Approximate # of Students: _____
Approximate # of Adults: _____

Attach the following:

- ✓ Roster of students
- ✓ Names of adults
- ✓ Map of location/parking
- ✓ Any special instructions

Building Principal's Signature: _____ Date Approved: _____

Superintendent's Signature: _____ Date Approved: _____

THIS SECTION TO BE COMPLETED BY TRANSPORTATION DIRECTOR

Vehicle Assigned: _____

Driver Assigned: _____

- ✓ Copy to Kerrey Pressler for ISBE Reporting