



PARAGOULD SCHOOL DISTRICT
SHORT NOTICE TRANSPORTATION REQUEST
(LESS THAN 7 DAYS NOTICE)

Please complete the following form to be filed with **your building principal** which will in turn submit your request to the Central Office for approval. This request must be completed with less than 7 days notice. Please check with the bus shop immediately to confirm arrangements. All other requests will need to be submitted through Schooldude.

Teacher's Name _____

Grade/Group _____

Destination _____

Date of Field Trip _____

Date Request Made _____

Transportation Needed _____ Bus Driver Required: Yes ___ No ___
if "No", list driver(s) _____

Number in Group _____

***Bus Location/Time** _____

Route Planned _____

Return Time/Date _____

Activity _____

Purpose of activity and how it fits into the unit of study _____

I RECOMMEND APPROVAL _____

APPROVED _____

I DO NOT RECOMMEND APPROVAL _____

DISAPPROVED _____

Principal's Signature

Date

Dir. of Trans. Signature

Date

***Amount Charged**

***A COPY WILL BE RETURNED TO SPONSOR WHEN TRIP HAS BEEN APPROVED. NOTE: ANY TRIPS OUT-OF-STATE THAT REQUIRE OVERNIGHT STAY MUST BE APPROVED BY THE SCHOOL BOARD AND SUPERINTENDENT.**