

SCRANTON SCHOOL DISTRICT

TRIP REQUEST FORM

1. What date do you plan on taking trip? _____
2. Where do you plan to take trip to? _____
3. Departure time _____ Return time _____
4. Class or Club taking trip _____
5. Teacher/Sponsor of trip _____
6. What is the reason for this trip?

Take this form to your building principal for approval and then to the Superintendent for approval. Once it has been approved by the administration, it will be given to the Transportation Director to be scheduled.

Principal Approval: _____ Date _____

Superintendent Approval: _____ Date _____

Scheduled by Transportation Director: Yes or No

Driver Scheduled to Drive Trip: _____