

NORTHRIDGE LOCAL SCHOOLS

**PRINCIPAL'S REQUEST FOR TRANSPORTATION FOR FIELD OR STUDY TRIP  
AND ATHLETIC TRIPS**

School: \_\_\_\_\_

Date: \_\_\_\_\_

**(Submit as Early As Possible – At least 2 weeks Prior to Event)**

\_\_\_\_\_  
Teacher – Chaperone

\_\_\_\_\_  
Grade or Class

\_\_\_\_\_  
# of Students  
(students and adults to be transported)

\_\_\_\_\_  
# of Adults

I request transportation for a field trip to:

\_\_\_\_\_  
Name and Address of place to which transportation requested (please print)

On \_\_\_\_\_ or \_\_\_\_\_  
Date Time to leave School Alternate Date

Will this group be away from school during meal time? ☐ Yes ☐ No

If yes, what provisions have been made? \_\_\_\_\_

Time for bus to leave to return to school \_\_\_\_\_

Have objectives for the trip been established? \_\_\_\_\_

\_\_\_\_\_  
Buses Van  
Transportation Availability

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Transportation Supervisor Signature

\_\_\_\_\_  
Superintendent Signature

Complete form and submit to Principal for signature

Send signed form to Donna Maggard (Transportation Supervisor)

Transportation Supervisor will forward to Board Office for Superintendent Signature