**FIELD TRIP/BUS TRANSPORTATION**

**REQUEST FORM ONE**

The following procedures need to be followed when requesting a field trip and transportation:

1. Complete request form

2. Fill out form number two and return to district office bookkeepers

3. Submit to Principal’s Secretary (2 weeks prior to trip)

4. Attach student list or e-mail - those attending field trip

5. Supply entire staff with student list one week prior to trip.

6. Include itinerary of the trip and other pertinent information.

Teacher's Name: \_\_\_Kohn\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_Agribusiness\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity requested: \_\_Chicago Board of Trade Tour

What is the main learning objective of this activity? \_\_Career Preparation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did you or your classes take this field trip last year? Yes \_\_\_\_\_\_\_\_ No \_\_\_X\_\_\_\_\_ (class last ran in 2009)

Date of trip: May 1 2014 Circle one: SUN-M-T-W-TH-F-SAT

Destination Name: Kenosha Metra Station (8:49 AM train will be taken to downtown Chicago)

Destination Address: 5414 13th Ave, Kenosha, WI 53140   
No. Passengers: 10-16 No. chaperones: 1

WUHS Door number to be picked up at: 11

Time you would like to leave WUHS: 7:30 AM

Estimated arrival time at destination: 8:30 AM

Time you would like to leave destination: 5:45 PM

Estimated time of return to WUHS: 6:30 PM

Budget Information: Prior funded: \_\_\_X\_\_\_ New Request: \_\_\_\_\_\_ Student pay: \_\_\_\_\_\_

**If school time is to be taken, a list must be turned in to the attendance office and teachers one week prior to the trip.**

**If field trip is less than 100 miles there is a $3.00 per student charge. If more than 100 miles there is a $5.00 per student. Fee must be collect before going. If club activity student does not pay.**

**ALL STUDENTS** attending the field trip must have medical alerts reviewed with the student information system \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(initials)

Student permission slips completed and on file with teacher? \_\_\_In Progress

Is sub needed? Yes \_\_\_X\_\_\_\_ No \_\_\_\_\_\_\_

Hours sub is needed (Circle) 1 2 3 4 5A 5B 5C 6 7 8

Any supervision to be covered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Dept. Chair signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Principal signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**WATERFORD UNION HIGH SCHOOL**

**FIELD TRIP TRANSPORTATION FORM TWO**

Teacher: \_\_\_\_Kohn\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Field Trip: \_\_May 1, 2014\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_Agribusiness & Marketing

Filed Trip Destination:

Kenosha Metra

Location Name

5414 13th Avenue  
 Street Address

\_Kenosha. WI 53140

City, State, Zip

Total No. Miles: \_\_\_62\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transportation

Fee Per Student Total Cost

No. of Students: \_\_\_12\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_x $3.00 (Trips<100 Miles) = $\_\_36\_\_\_\_

No. of Students\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ x $5.00 (Trips > 100 Miles) = $\_\_\_\_\_\_

Number of students \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_x (cost of ticket per student) = $\_\_\_\_\_\_

Total amount due to district office $\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WATERFORD UNION HIGH SCHOOL**

**FIELD TRIP PERMISSION SCHOOL TRANSPORTATION**

**FORM THREE**

**The Agribusiness & Marketing course will take a trip to the Chicago Board of Trade on Thursday, May 1st during the school day.** **They will leave at 7:30 AM and return at 6:30 PM.**

**The class will be traveling by bus and will be accompanied by the following faculty member: Mr. Kohn. In an emergency he can be contacted at 715-853-9449.**

**Students will need business professional dress to attend this trip; for males, this means a dress shirt, dress pants, dress shoes, a tie, and a jacket, sport coat, or vest. Females should dress to an equivalent extent.**

**Students will need cash or cards for meals. We will have a brief lunch at the train station before going to the Board of Trade. After the tour, we will have Chicago style pizza at Giordanos – students should bring no less than $20 for food.**

**Students will also need cash for their train ticket. Students should bring $20 for both tickets (to/from).**

**Students should closely watch the weather – we will be walking a few miles in downtown Chicago. Prepare to bring coats, umbrellas, or anything else needed for the weather on that day.**

**Permission is granted for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Student’s Name)**

**to attend this trip and to follow the procedures stated above.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Parent Date**

**EMERGENCY INFORMATION**

**Please list any special medical needs and/or medicine for your teenager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_   
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_**

**Phone number where parent can be reached in case of emergency:**

**Home\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_**

**Who to call in case parent cannot be reached:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



Teacher Supervising the Field Trip ***(Kohn )*** Today’s Date ***(April 1st, 2014)***

Check One: Class Related Activity Related (list activity)

On ***May 1, 2014***, the following students are scheduled to attend a field trip which will involve the following class periods ***(1 - 8)*** . Please review the list of students. If you have good reason why any student(s) should not attend this field trip, please completed the appropriate sections below and return this form to the supervising teacher within two days.

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*Note: these are only the students who could potentially go. Not all will be attending this trip.*

# *Student Denied Reason Teacher/Admin*

[Beck](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/quicklookup.html?frn=0012060), [Nicholas](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/home.html?ac=laststudpage&frn=0012060)  
[Bounyang](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/quicklookup.html?frn=0012917), [Sittha](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/home.html?ac=laststudpage&frn=0012917)  
[Bresson](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/quicklookup.html?frn=0012243), [Abigail](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/home.html?ac=laststudpage&frn=0012243)  
[Briglevic](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/quicklookup.html?frn=0013133), [Taylor](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/home.html?ac=laststudpage&frn=0013133)  
[Grube](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/quicklookup.html?frn=0012107), [Mychal](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/home.html?ac=laststudpage&frn=0012107)  
[Jordan](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/quicklookup.html?frn=0012986), [Timothy](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/home.html?ac=laststudpage&frn=0012986)  
[Ketterhagen](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/quicklookup.html?frn=0012134), [Austin](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/home.html?ac=laststudpage&frn=0012134)  
[Krattley](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/quicklookup.html?frn=0012143), [Allison](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/home.html?ac=laststudpage&frn=0012143)  
[Moczynski](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/quicklookup.html?frn=0012164), [Blake](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/home.html?ac=laststudpage&frn=0012164)  
[Ostrowski](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/quicklookup.html?frn=0013205), [Norbert](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/home.html?ac=laststudpage&frn=0013205)  
[Popp](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/quicklookup.html?frn=0012184), [Chad](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/home.html?ac=laststudpage&frn=0012184)  
[Ranke](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/quicklookup.html?frn=0013045), [Ryan](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/home.html?ac=laststudpage&frn=0013045)  
[Rowntree](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/quicklookup.html?frn=0012191), [Christina](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/home.html?ac=laststudpage&frn=0012191)  
[Schroeder](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/quicklookup.html?frn=0012202), [Kyra](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/home.html?ac=laststudpage&frn=0012202)  
[Swan](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/quicklookup.html?frn=0012216), [Hunter](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/home.html?ac=laststudpage&frn=0012216)  
[Waldron](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/quicklookup.html?frn=0012359), [Hannah](http://waterforduhs-ps.waterforduhs.k12.wi.us/teachers/studentpages/home.html?ac=laststudpage&frn=0012359)