SIATECH TRIP AUTHORIZATION/TRANSPORTATION REQUEST

SCHOOL/DEPARTMENT USE ONLY

INSTRUCTIONS FOR ORIGINATOR:
1. Refer to SIATEch Administrative Procedures (A.P.) 6102.
2. Use separate form for each trip requested.
3. Submit request to site administrator at least twenty (20) working days prior to date of in-county trips and thirty-five (35) days for out-of-county or overnight trips, as these require Board approval. In the case of the latter, site administrator presents form to the Board.
4. Obtain parent permission for each student. (SIATECH Form F200.)

VEHICLE REQUIREMENTS

NUMBER OF INDIVIDUALS ON TRIP
- Students
- Grade Level(s)
- Teachers & Staff
- Parents & Other Adults

Adult/Student Ratio Met
- Yes
- No

MODE OF TRANSPORTATION

Type
- Public
- Private

Quantity

CONTACT PERSON AT DESTINATION

Name
Title
Telephone Number
Guided Tour
- Yes
- No

Additional Instructions

PURPOSE/SELECTION/NOTIFICATION OF TRIP

Purpose of Trip
How were students selected for this trip?
When and how were students and parents notified?

(Attach all existing flyers and notices to this request)

Name of Originator
Signature of Originator
Position
Date Signed

SITE ADMINISTRATOR USE ONLY

Approved
Disapproved – Reason

Signature of Site Administrator
Date Signed

OUT-OF-COUNTY/OVERNIGHT:

Board Approval
- Not required
- Required

CENTRAL ADMINISTRATION OFFICE USE ONLY

Approved
Disapproved – Reason

Signature of Charter School Superintendent/CEO or Designee
Date Signed

Distribution:
White – Site Administrator
Yellow – Central Administration Office
Pink - Originator

mhkv F100 6102 Trip Authorization-Transportation Req F100.March.08 SIATECH Form