

# Pymatuning Valley Local School District

## REQUEST FOR FIELD TRIP

The Pymatuning Valley Local Board of Education recognizes that there is a vast quantity and variety of learning resources outside of school walls and is aware of the potential our community has for improving the quality and depth of educational experiences. Whatever students can experience firsthand is often more meaningful to them than things that are only talked or read about.

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

Date of Trip: \_\_\_\_\_

CLASS/GROUP: \_\_\_\_\_

# OF STUDENTS ATTENDING: \_\_\_\_\_

### PLACE(S) VISITING:

*Complete Address*

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

### PURPOSE OF TRIP:

*Objectives and  
relationship to  
course of study*

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

DEPARTURE TIME: \_\_\_\_\_ AM / PM

COST TO STUDENTS: \$ \_\_\_\_\_

ESTIMATED RETURN: \_\_\_\_\_ AM / PM

IF SO, EXPLAIN: \_\_\_\_\_

WILL STUDENTS BE OUT OF BUILDINGS DURING LUNCH? YES / NO IF YES, PLEASE EXPLAIN EATING ARRANGEMENTS:

\_\_\_\_\_

TEACHER(S) ATTENDING: \_\_\_\_\_

SUBSTITUTES REQUIRED? YES / NO IF YES, EXPLAIN COVERAGE: \_\_\_\_\_

All field trips sponsored by the school should be educational in nature and be related to the subject matter and the objective of the instruction at the particular grade level. Field trips are lessons and should be planned as such, with definite objectives determined in advance. Appropriate instructions should precede and follow each field trip.

As much as possible, community resource persons and organizations should be involved in the planning and conducting of field trips, so that students may achieve the greatest educational benefit from the trip.

**IF BUS OR VAN TRANSPORTATION IS NEEDED, A TRAVEL CERTIFICATE REQUEST MUST BE COMPLETED.**

\_\_\_\_\_  
Signature of Requesting Teacher

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

# Pymatuning Valley Local School District

## SCHOOL BUS TRAVEL CERTIFICATE REQUEST

Requests for buses should be filed with the Superintendent at least seven (7) school days prior to scheduled trip. A copy will be returned to applicant acknowledging approval or denial of the request.

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

Date of Trip: \_\_\_\_\_

*Ohio Law limits a maximum of nine (9) students per van. Violations result in arrest of the driver.*

# OF BUSES: \_\_\_\_\_ # OF VANS: \_\_\_\_\_

CLASS/GROUP: \_\_\_\_\_ # OF STUDENTS: \_\_\_\_\_

### DESTINATION:

*Complete Address*

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

DEPARTURE TIME: \_\_\_\_\_ AM / PM

ESTIMATED RETURN: \_\_\_\_\_ AM / PM

STOPS OTHER THAN DESTINATION? YES / NO IF YES, PLEASE EXPLAIN: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

REQUEST ☐ APPROVED

☐ DENIED

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

### FOR TRANSPORTATION USE ONLY:

BEGINNING MILEAGE \_\_\_\_\_

ENDING MILEAGE \_\_\_\_\_

DRIVER: \_\_\_\_\_

BUS # \_\_\_\_\_

DRIVING TIME: \_\_\_\_\_ HRS.

WAITING TIME: \_\_\_\_\_ HRS.

PROBLEMS/CONCERNS: \_\_\_\_\_