

Boone Community School District
FIELD TRIP TRANSPORTATION REQUEST

This form must be filled out completely, signed by the administrator and then sent to
lwoodruff@boone.k12.ia.us at least TWO WEEKS PRIOR to date of trip.

Field Trip Date: Tuesday, December 6	Teacher: Neumayer
Location of Departure: Boone High School	Class: Individualized English
Time of Departure from School: 9:30 am	Number of Students: 9 Adults: 3
Time of Event: 10:00 a.m. - 2 p.m.	
Time of Departure from Event: 2:00	Location Returning To: Boone High School
Destination & Address: We will be touring a day hab program and at least 1 group home in Ames. Times are not yet finalized, so if this needs to adjusted for bus schedules, please let me know.	
Type of Vehicle Requests: <input checked="" type="checkbox"/> Van <input type="checkbox"/> Bus (we will just take one bus)	
Instructional Unit Supported: Career Awareness	
Iowa Core Curriculum Standard Supported: 21st Century Skills	
Special Information (lunch plans, need handicap bus or 5-point harness(es): 1 student needs a seat belt (per IEP). Rest should be okay.	
Substitute Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Possibly 3rd, 5th & 6th	Please ask for substitute through Aesop

Bus Estimated Cost: \$5.02 per mile x _____ roundtrip miles = \$ _____

Van Estimated Cost: \$0.56 per miles x _____ roundtrip miles = \$ _____

Principal Approval (To be authorized by principal digital signature): Jon Johnson

For Office Use Only

Transportation Request Received on: _____

Transportation Garage Notified: _____

Request Confirmed On: _____

Rev. 10/16