

**TWO WEEK ADVANCE REQUEST REQUIRED**

**SCHOOL TRIP REQUEST**

School: RICARDO I.S.D. Organization: \_\_\_\_\_

Destination: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Depart: Date \_\_\_\_\_ Time \_\_\_\_\_ a.m. p.m. Return: Date \_\_\_\_\_ Time \_\_\_\_\_ a.m. p.m.

Estimated Passengers: \_\_\_\_\_ Budget Code: \_\_\_\_\_

Special Consideration: \_\_\_\_\_

Sponsor(s) \_\_\_\_\_

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

\*Attach List of Students Attending Trip

**Transportation Use Only** Received: \_\_\_\_\_ a.m. p.m.

Bus #	Assigned Driver	Signature	Odometer		Time	
			Beginning	End	Depart	Return

Remarks: \_\_\_\_\_

Corresponding Lesson Plan and TEKS Activities Relating to this Bus Request