

Instructions:

1. Initiator completes and e-mails request to Building Principal.
2. Building Principal approves and forwards to Administrative Assistant.
3. Administrative Assistant should e-mail form to First Student at: susan.white1@firstgroup.com or fax form to: 517-263-9852
4. Copy of form must also be e-mailed to: rsnyder@adrian.k12.mi.us or faxed to: 517-265-5381

Adrian Public Schools Extra Curricular Bus Request / Assignment

Date:

Load Time:

Depart Time:

From which school/facility:

Loading Point:

Destination (school, other facility, etc.):

Street Address:

City/State:

Return Departure Time:

Adrian Facility Arrival Time:

Purpose of Trip:

Budget / Program:

(i.e., PTO Funds, Student Funded, Activity Account, Mini-Grant)

No. of Participants:

Teacher/s Name/s:

Room/s No:

Administrator's Approval:

Date:

(Administrator must be sure Budget / Program account code is completed before submitting)

Special Notes:

ADDITIONAL INFORMATION:

Please give 30-days notice if at all possible.

All trips must be approved by Building Principal and First Student.

Depending on availability of buses, trip may be subject to cancellation.

Can e-mail First Student at susan.white1@firstgroup.com in advance to check on availability of date.