



NORTH PANOLA SCHOOL DISTRICT

Office of Student Transportation

470 Hwy 51 North

Sardis, MS 38666

Phone: (662) 487-2305

Fax: (662) 487-2050

Michael Britt, Director

“Providing a Quality Education for All Students”

Permit # _____

FIELD TRIP/ACTIVITY TRIP REQUEST FORM (Must be forwarded to the Superintendent for approval)

Name of Teacher/Coach/Director	Date	School	Grade	Subject
Place to be visited		Location		
Purpose of the trip and how it relates to the instructional program				
Date of Trip:				
Funding Source:				
Departure Time:				
Return Time:				
Number of Students:				
Names of Chaperones:				
Method of Transportation:				
Number of Buses Requested				
Driver(s) Assigned / Bus Number, if applicable				

*** A Bus Permit from the Transportation Director is required for use of district buses.**

Teacher/Coach/Director Signature	Date	Principal/Administrator Signature	Date
Superintendent/Designee Signature		Date	

* Signature indicates approval

Request Denied – Reason _____