

**Instruction**

**SCHOOL-SPONSORED TRIPS**

**E 6153b**

AR 6153 (Form)

**MORGAN HILL UNIFIED SCHOOL DISTRICT**

REQUEST FOR TRANSPORTATION MUST BE SUBMITTED **AT LEAST 10 WORK DAYS** PRIOR TO SCHEDULED EVENT

THE HARD COPY WITH A **BUDGET CODE # AND PRINCIPAL'S SIGNATURE MUST BE RECEIVED 5 DAYS** PRIOR TO TRIP **(NO FAXES)**

SCHOOL	DEPT/GRADE	# STUDENTS	# BUSES	TRIP DATE
DESTINATION		PICK UP TIME @ SCHOOL	ARRIVAL TIME BACK @ SCHOOL	
OTHER STOPS MUST BE NOTED HERE. (SUCH AS FOOD STOP, GO TO PARK, PICK UP/DROP @ ANOTHER SC				
PURPOSE OF TRIP (FIELD/ROOTERS/TEAM		BUDGET CODE #		
TEACHERS NAME		PRINCIPAL'S SIGNATURE GIVING AUTHORIZATION		

cc: P Lopez  
cc: J Young