

Clayton County Schools Edulog
Student Field Trip – Round Trip No Wait Time Bus Request
(Non-Host School or Single School)

To: _____
Re: _____

Date Submitted: _____

Contact Information

Contact Name: _____ Phone (Cell# Preferable) _____
Group Serviced: _____ User ID: _____
Department: _____ Share% (if splitting cost): _____

Destination

Trip Objective: _____
Name of Location: _____
County of Location: _____
Address: _____ City: _____
State: _____ Zip Code: _____ Type (school, center, business, etc): _____
Departure Date : _____ Depart. Time: _____ Arrival Time: _____
Return Date: _____ Depart. Time: _____ Arrival Time: _____
(if overnight)
Purpose (academics, athletics, etc): _____ Total Miles: _____

Transportation Requirements

Number of Students Attending: _____ Number of Adults: _____
Vehicle Type: _____ Special Ed (Y/N & #): _____ # Buses: _____
Wheel Chair Needed: ____ Stop for Meals: ____ Cost of Trip per Student: _____

Special Instructions

List any instructions or special requirements for transportation dept. and bus driver, be specific:

Note: Upon entry in Edulog, email screen shot of trip entry to schmekia.hamm@clayton.k12.ga.us at least 22 days prior to the date of the trip.