

West Baton Rouge Parish
Request for Educational Tours

School _____ Date of Trip _____

Sponsor(s) _____ Date Submitted _____

Destination(s) _____

Time of Departure _____ Time of Return _____

Purpose _____

Can this activity be linked to the Transition page or goals on the IEP? Yes No

Grade Levels _____ # of Students _____ # of Adults _____

Bus needed? Yes No # of Buses Needed _____

Type of Buses Needed _____ Regular _____ Mini _____ Liftgate

Driver Assigned by Central Office _____

(Name of Driver)
(Bus#) _____ (Phone # of Driver) _____

Alternate Bus Transportation _____

(Name of Driver)
(Owner of Bus) _____ (Phone #) _____

(Insurance Coverage) _____

Cost of Transportation _____ Cost Per Student _____

Signature of Teacher(s) _____

Signature of Principal _____

Approved _____ Yes _____ No

Signature of Supervisor _____

****Must be submitted to Ms. Henry****

Teachers: You must provide the bus driver with a roster of riders. You must carry a copy of emergency information for each student. If your riders are nonverbal, you must have a picture of each student attached to the emergency form.