**Learning Journey Request**

**Must be completed a minimum of 2 weeks prior to Event**

Date of Request:

Date of Learning Journey:

Teacher / Classroom/ School:

Departure and Return Time:       to

Destination / Address:

Educational Purpose (what will you do before you go, while you are there and when you return):

How will you inform and invite parents to the Learning Journey?

**Meal Count:**

Children       + Staff       + Paid Parents       = Total Number Eating:

Teachers:

1. Contact Transportation to check on bus availability.

2. Reserve bus online. Transportation will email Teacher to confirm trip. If email confirmation has not been received 2 days prior to event, call Transportation: 241-6830.

3. Email office lunch count secretary, Food Service Director, EC A.D. Health & Safety and

kitchen staff in your building to change menus to sack lunch.

4. Reserve cooler from ECO to transport sack lunches for trip.

5. Notify school office of field trip

Director Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Calendar  Parent Calendar  Purchasing Card Opened  School office Notified

Health / Nutrition Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff News Notification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Copy to Teacher  Copy to Cook/Secretary  Give Original to Director

Revised 9/9/15