

CC-14-RB  
07/14/00  
Exp. 6/30/20

Date \_\_\_\_\_

Mr. Wilson T. McClellan, Superintendent  
Calhoun County School Board  
20859 Central Avenue E, RM-G20  
Blountstown, FL 32424

Dear Mr. McClellan:

I wish to request the use of \_\_\_\_\_ bus(s) on \_\_\_\_\_ to transport  
\_\_\_\_\_ (number of students) students to \_\_\_\_\_  
(City, State and school/college/park, etc.)

for the purpose of \_\_\_\_\_.

The bus will be needed approximately \_\_\_\_\_ hours, beginning at \_\_\_\_\_ and  
ending at \_\_\_\_\_.

Arrangements have been made with \_\_\_\_\_ to drive the school bus.

The monitor(s) will be: \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, and \_\_\_\_\_.

Distance round trip will be \_\_\_\_\_ miles. Cost of trip is \_\_\_\_\_.

If you will be making a rest stop or a stop to eat, this must be noted. Where you will be stopping?

\_\_\_\_\_.

Yours Truly,

\_\_\_\_\_  
(Teacher)

\_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(Transportation Director Approval)

**All requests must be turned in to the  
Transportation Coordinator 7 working  
days prior to the trip.**