

TRANSPORTATION REQUEST**COLCORD PUBLIC SCHOOLS****P. O. Box 188
Colcord, OK 74338
(918) 326-4107****INSTRUCTIONS**

1. Requests must be submitted prior to each trip and sent to the Transportation Department.
2. A separate request form must be filled out for each trip.
3. Send white and blue copies to Transportation.
4. Blue copy will be returned by Transportation following approval.

THIS SECTION TO BE COMPLETED BY TEACHER/PRINCIPAL

DATE OF TRIP:	SCHOOL:	DESTINATION:	
DEPARTURE TIME FROM SCHOOL:	RETURN TIME TO SCHOOL:	GROUP:	
NUMBER OF RIDERS:	TEACHER IN CHARGE:	DATE SUBMITTED:	CHARGE TO:
COMMENTS: (INCLUDE ALL DIRECTIONS OR SPECIAL INSTRUCTIONS)			
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APPROVED BY:		TITLE:	DATE APPROVED:

THIS SECTION TO BE COMPLETED BY TRANSPORTATION DEPARTMENT

DATE RECEIVED:	DATE ACKNOWLEDGED:	VEHICLE:	<input type="checkbox"/> VAN	<input type="checkbox"/> BUS	<input type="checkbox"/> COACH
COMMENTS:					
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APPROVED BY:		TITLE:	DATE APPROVED:		