

**SUFFOLK PUBLIC SCHOOLS**  
(Attach to field trip application requiring School Board approval)

**Field Trip #:** 22179

**School:** King's Fork High School

**Grade/Subject/Club/Team:** Access Students


**Date of Field Trip:** November 2, 2024

**Destination:** Virginia Tech, Blacksburg, Virginia

**Purpose:** King's Fork High School Access students will participate in the tour of Virginia Tech in Blacksburg, Virginia.

**Objectives:** King's Fork High School Access students will have the opportunity to tour Virginia Tech in Blacksburg, Virginia.

- Approve**
- Disapprove**

  
\_\_\_\_\_  
**Director of Secondary Leadership**

9/9/24  
\_\_\_\_\_  
**Date**

**School Board Action:**

- Approve**
- Disapprove**

\_\_\_\_\_  
**Clerk of the Board**

\_\_\_\_\_  
**Date**

### Travel Request Form

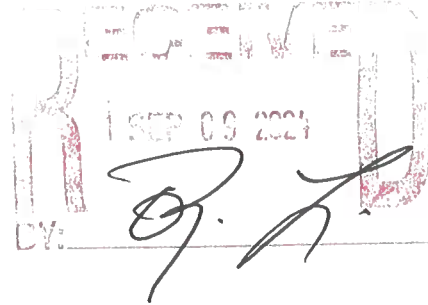
Please Note: Welcome to Suffolk City Public Schools Travel Tracker, your one-stop travel center. Within this software, you can submit student field trip requests, reserve an activity bus for a field trip or athletic event, and reserve a car for staff travel. If you have any questions or comments please email kevinprivott@spsk12.net or call (757) 925-5573.

Trip Number **22179**

\* Category **Travel With Students**

\* Type of Trip **Field Trip**

\* Field Trip Event **Standard Field Trip**



#### Trip Leave

\* Date **11/2/24** **Saturday**

\* Time **8:30 AM**

#### Trip Return

\* Date **11/2/24** **Saturday**

\* Time **9:30 PM**

Trip Year/Week 2024-44

\* Is this trip overnight, out-of-state, or greater than 200 miles one way? **Yes**

#### Comments

\* Your School/Dept ⓘ **395 King's Fork High**  
**351 King's Fork Rd, Suffolk, VA 23434**

\* Main Destination ⓘ **Other (Type Below)**  
**Blacksburg, VA 24061, USA**

Destination Not Listed **Virginia Tech, Blacksburg, VA, USA** \* Destination Name \* **Virginia Tech**

\* Approximate Nbr of Miles Round Trip **518.15**

#### Special Instructions for Permission Slip

Funding Source #1 **School Allotment - Kings Fork High** Budget Code

Funding Source Desc Budget Code Desc

Funding Approver

Are funds payable to a third party? **No**  
 (Does venue require payment prior to trip?)

\* Teacher / Advisor / Staff Name **Adrienne Miller**

\* Teacher / Advisor / Staff Phone # 757-338-1094  
 Teacher / Advisor / Staff Email adriennemiller@spsk12.net

Note: This email will receive the requester emails if different from requester

Emergency Contact Info **Same as Teacher / Advisor / Staff**

\* Emergency Contact Name Adrienne Miller  
 \* Emergency Contact Phone # 757-338-1094

\* Grade Level(s) Making Trip 12

\* Description of group or person(s) making trip King's Fork High School students in 12th grade on college tour

\* Educational Objective for Field Trip - Students will have an opportunity to tour the campus, converse with student ambassadors, and administration.

### Number of Individuals Making Trip

* Male Adults	0	* Female Adults	1	Total Adults	1
* Male Students	1	* Female Students	1	Total Students	2

Need 1 adult(s) for 15 or more students.  
 Need 1 adult(s) for every additional 15 students.

\* Will the students be away from school during lunch? No

### Additional Information

\* School will be billed for Mileage No

\* School will be billed for Driver No

\* What is the cost to the Student? 0

\* Description of the funding source you will be using : N/A

\* Will a coach be driving the trip? No

\* If yes, please enter the coaches name. If no, enter NA. N/A

\* Will you be using external transportation (ex. plane, walking)? Yes

\* Please indicate mode of travel instead of, or in addition to, the reserved vehicle(s). Please include details of trip, including itineraries. Indicate chartered transportation company if applicable.

Access providing charter by Agape

### Vehicles Needed

\* Do you need vehicles? No

Person Submitting Request brianneashley@spsk12.net

Date Submitted

### Field Trip Acceptance of Responsibility

By submitting this request, the trip sponsor (Teacher, Coach, Staff Member, etc.) is validating the following conditions:

1. Possess a current/valid Driver's License for the vehicle you will be driving
2. Absent of any medical condition, medications/alcohol/drugs that will impede the operation of a vehicle
3. You will obey all traffic laws while operating the vehicle
4. You will not "text" or operate any device that may distract you while driving the vehicle
5. Properly authorized use of a Suffolk City Public Schools vehicle for official travel
6. Will only transport authorized passengers for the purpose of official travel
7. The lift is to be operated only for wheelchairs.
8. Buses and vehicles must come back in good condition in order to avoid additional charges.
9. Buses and vehicles must be cleaned in order to avoid additional charges.
10. Elementary Schools must have 1 adult per every 10 students.

\* I have read and understand the information above.

Yes

### Level 01 Approval - Location Approval

Comment

Decision Approved

Name derrickbryant@spsk12.net

Decision Date Sep 5, 2024, 1:44:58 PM

### Level 02 Approval - Second Level Location Approval

Comment

Decision

Designated Approver keeshahicks@spsk12.net

Name

Decision Date

### Level 07 Approval - Overnight/OOS Approval

Comment

Decision

Name

Decision Date



RECEIVED

BY: Bj-ame Asey  
DATE: 9-4-24

BF-6-15

Application for Field Trip

Submit intact to the Athletic Director, Principal, or Bookkeeper/Secretary, at least 30 working days (6 weeks) prior to the scheduled date of the trip. All professional leave forms for this trip must be submitted with this form. All forms are to be done in blue or black ink only.

School/Organization Kings Fork High / Access Date 9/3/24  
Grade/Subject/Club 12J Teachers none

REQUEST FOR SPECIAL USE OF SCHOOL BOARD VEHICLE  
(Personal cars are not to be used to transport students)

Date of Field Trip 11/2/24 Time Departing School 8:30 am Access main office  
Time Returning to School 9:30 pm Access main office  
Destination; Virginia Tech  
School Bus 0 Number Needed 0

SPECIAL NEEDS BUS

Equipment Needed: W/C  PCR  Safety Vest   
School Car 0 Number Needed 0

Non-School Board Transportation  
Type: Charter  
Furnished By: edgape

(School cars are not to be used to transport students)

Number of Students 2 Number of Classes 0  
Overnight Trip?  Yes  No  
Total Cost to Student 0 \*Other Costs Incurred 0  
\*Paid By Access

Names of Chaperones (Not including Teachers) Access Advisors (student's parents)

Date Parental Permission Secured and Filed in Office 9/25/24  
Trip Requested By: A Miller  
Trip Received By: D. B. Byf Date: 9/5/24

(Any field trip is subject to last minute cancellation due to local, state, national and/or international situations)



**SUFFOLK PUBLIC SCHOOLS**  
Field Trip Instructional Objectives

School Kings Fork High

Person completing the form Arrienne Miller

Grade Level 12

Date of Trip 10/30/24 (Cr Tech)

Listed below are the instructional objectives for the requested field trip:

Objectives:	Correlated Standard of Learning:
Students will have an opportunity to tour the campus, converse with student ambassadors and administration. Fall visitation is an annual program that also promotes diversity.	

This form must be attached to the Application for Field Trip.