

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

**Field Trip #:** 19491

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

**Grade/Subject/Club/Team:** V. Wrestling Team

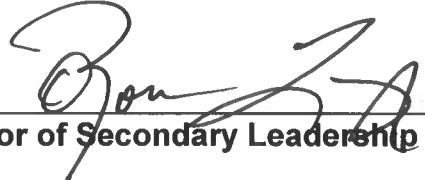
**Date of Field Trip:** December 28-29, 2023

**Destination:** Heritage High School, Lynchburg, VA

**Purpose:** King's Fork High School V. Wrestling Team will compete in the VHSL sponsored Wrestling Tournament in Lynchburg, VA.

**Objectives:** King's Fork High School V. Wrestling Team will have the opportunity to compete in the VHSL sponsored Wrestling Tournament at Heritage High School in Lynchburg, VA.

- Approve**
- Disapprove**

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

10/25/23  
\_\_\_\_\_  
**Date**

**School Board Action:**

- Approve**
- Disapprove**

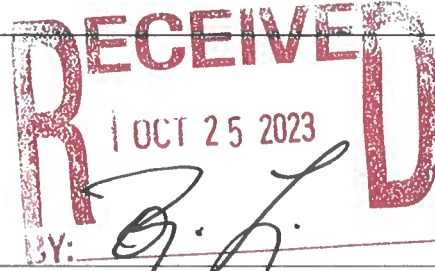
\_\_\_\_\_  
**Clerk of the Board**

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



- Home
- Trip Approval**
- Calendar
- Reports

### Suffolk City Public Schools Travel Tracker



#### Trips Pending Approval

Waiting on Approval

Trip Emails

Trip Inquiry

Schedules/Assignments

Daily Vehicle Schedule

Assignment Inquiry

Create Duplicate Request

#### 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

19491

\* Category  Staff Only Travel  Travel With Students

\* Type of Trip

\* Athletic Event (you may check more than one)

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Band                | <input type="checkbox"/> Boys Soccer              | <input type="checkbox"/> Boys Tennis           | <input type="checkbox"/> Boys Volleyball         |
| <input type="checkbox"/> Cross Country       | <input type="checkbox"/> Debate                   | <input type="checkbox"/> Forensics             | <input type="checkbox"/> Girls JV Volleyball     |
| <input type="checkbox"/> Girls Soccer        | <input type="checkbox"/> Girls Tennis             | <input type="checkbox"/> Girls Volleyball      | <input type="checkbox"/> Golf                    |
| <input type="checkbox"/> HS ACTIVITY BUS     | <input type="checkbox"/> Indoor Track             | <input type="checkbox"/> INTRAMURAL BASKETBALL | <input type="checkbox"/> INTRAMURAL FIELD HOCKEY |
| <input type="checkbox"/> INTRAMURAL FOOTBALL | <input type="checkbox"/> Intramural Outdoor Track | <input type="checkbox"/> INTRAMURAL SOCCER     | <input type="checkbox"/> INTRAMURAL VOLLEYBALL   |
| <input type="checkbox"/> JV Baseball         | <input type="checkbox"/> JV Boys Basketball       | <input type="checkbox"/> JV Boys Soccer        | <input type="checkbox"/> JV Cheerleading         |
| <input type="checkbox"/> JV Field Hockey     | <input type="checkbox"/> JV Football              | <input type="checkbox"/> JV Girls Basketball   | <input type="checkbox"/> JV Girls Soccer         |
| <input type="checkbox"/> JV Softball         | <input type="checkbox"/> JV Wrestling             | <input type="checkbox"/> MS ACTIVITY BUS       | <input type="checkbox"/> One Act Play            |
| <input type="checkbox"/> Outdoor Track       | <input type="checkbox"/> Scholastic Bowl          | <input type="checkbox"/> SHUTTLE BUS           | <input type="checkbox"/> Swimming                |
| <input type="checkbox"/> V Baseball          | <input type="checkbox"/> V Boys Basketball        | <input type="checkbox"/> V Cheerleading        | <input type="checkbox"/> V Field Hockey          |
| <input type="checkbox"/> V Football          | <input type="checkbox"/> V Girls Basketball       | <input type="checkbox"/> V Softball            | <input checked="" type="checkbox"/> V Wrestling  |

#### Trip Leave

\* Date 12/28/2023 Thursday  
\* Time 7:00 AM

#### Trip Return

\* Date 12/29/2023 Friday  
\* Time 5:00 PM

Trip Year/Week 2023-52

\* Is this trip overnight, out-of-state, or greater than 200 miles one way?  Yes  No

#### Comments

Enter any comments about this trip that is important for the driver to know such as pick up and drop off location. This information will print on the trip ticket for the driver.

\* Your School/Dept

395 King's Fork High  
351 King's Fork Rd, Suffolk, VA 23434

Main Destination Other (Type Below)

Destination Not Listed Lynchburg, VA, USA

Destination Name HERITAGE HS

Add a Stop on the Way There

Add a Stop on the Return

Approximate Nbr of Miles Round Trip

337.85

CALCULATE MILES

Funding Source #1 Athletics

Budget Code

Est Trip Cost \$0.00 Est Bal \$255,000.00

Funding Source Desc test of funding management

Budget Code Desc

Funding Approver

Teacher / Advisor / Staff Name Donald Motley

Teacher / Advisor / Staff Phone # 7578181822

Teacher / Advisor / Staff Email randyjessee@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 Donald Motley

Emergency Contact Phone # 4348823150

Number of Individuals Making Trip

Male Adults 2

Female Adults 0

Total Adults 2

Male Students 15

Female Students 2

Total Students 17

Additional Information

School will be billed for Mileage Yes No

School will be billed for Driver Yes No

District Event Yes No

Non District Event Yes No

Description of the funding source you will be using : transportation only

Will a coach be driving the trip? Yes No

If yes, please enter the coaches name. If no, enter NA. na

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 transportation company if applicable.

Renting vans : Lynchburg Va leaving 12/28 at 7 am and returning 12/29 5 pm. Will not let me upload, Send additoinal info in email.

Vehicles Needed

Do you need vehicles? Yes No

Person Submitting Request randyjessee@spsk12.net

Date Submitted Oct 24, 2023, 3:51:11 PM

Trip Estimator (click to open and enter additional information for estimating trip cost)

Level 01 Approval - Location Approval

Comment

Decision Approved

Name derrickbryant@spsk12.net

### Level 02 Approval - Second Level Location Approval

Comment

Decision

Approved  Denied

Designated Approver

lindaliverman@spsk12.net

Name

Decision Date

### Level 07 Approval - Overnight/OOS Approval

Comment

Decision

Name

Decision Date

### Supporting Documents

No file chosen

File Type	Size	File Name	Created On
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**Request Status** Trip: 19491

Pending Second Level Location Approval

**Final Approval Date**

**Email Audit Log:**

Page << First | < Previous |

Subject:	Email Sent on:	Email Sent by:	Email Sent To:
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Date	User	Action
10/25/23, 7:46:08 AM	derrickbryant@spsk12.net	Location Level Approved
10/24/23, 3:53:30 PM	randyjessee@spsk12.net	Save Trip (Remains on Trip)
10/24/23, 3:51:41 PM	randyjessee@spsk12.net	Trip Leave date/time changed to 12/28/2023 07:00:00 AM
10/24/23, 3:51:25 PM	randyjessee@spsk12.net	Trip Leave date/time changed to
10/24/23, 3:51:11 PM	randyjessee@spsk12.net	Duplicated from Trip Number 19456



# SUFFOLK PUBLIC SCHOOLS

## Field Trip Instructional Objectives

School: King's Fork High School

Person Completing the Form: Randy Jessee

Grade Level: V. Wrestling Team

Date of Trip: December 28-29, 2023

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

<b>Objectives:</b>	<b>Correlated Standard of Learning:</b>
Student athletes will be participating in a VHSL sponsored	
wrestling tournament in Lynchburg, VA. Students will	
benefit by meeting different athletes from other cultural	
areas.	

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

## FIELD TRIP CHAPERONE LIST

**\*\*By listing the chaperone's name, if a parent, you certify that they have an approved volunteer form ON FILE!!**

### TEACHERS / COACHES

1. Donald Motley
2. Tyler Stiles
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

### \*\*PARENTS

1. Jermece Moore
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

### SPECIAL EDUCATION TEACHERS

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

### TEACHER ASSISTANTS

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.