



**Central Nine Career Center**  
1999 US Hwy 31 South  
Greenwood, IN 46143  
317-888-4401

# Field Trip Request Check List

Field trips are an excellent opportunity for our students to experience "real world" career and technical settings. At Central Nine Career Center, we feel that there must be an educational justification for taking students out of school, as field trips also have an impact on a student's other coursework.

- \* There shall be no field trips scheduled after May 1 (excluding competitions).
- \* Administration will pay for one field trip per year up to \$200 for each area (to include bus and driver costs).
- \* Students must ride on the bus and not drive on their own.

Teacher(s)	Field Trip
N. Milewski	HOSA State Leadership Conference
Date of Field Trip	
April 13, 14, 15, 2015	

## Approval Process:

1. Submit the following documents to the Attendance Administrative Assistant for a Field Trip Request at least **one month** in advance. Any exception to this timeline (due to unique circumstances), will have to be approved by the Curriculum Director and Transportation Director.

- ☒ Field Trip Request Checklist
- ☒ Field Trip Request Form
- ☐ Leave Forms (for any staff member attending)
- ☒ Printout of Map and Driving Directions (Google Maps or Mapquest)

Once approved, the Permission Slip Form will be emailed to the requesting teacher to complete, and pass out to students. Signed permission slips must be submitted to the office prior to the trip.

2. At least **one week** prior to the field trip:

- ☐ List (alphabetical by school) of students attending emailed to the Principal and Attendance Administrative Assistant.
- ☐ Plans for students not attending emailed to the Principal
- ☐ Limited Criminal History Requests for additional Chaperones

3. Day of the field trip:

### PRIOR TO DEPARTURE:

- ☐ Manifest (Typed list of students attending trip) to Attendance Administrative Assistant
- ☐ Original Permission Slips to Attendance Administrative Assistant
- ☐ Copies of Permission Slips to take with you on Trip
- ☐ Pick up Keys in Office (if needed)

### UPON RETURN:


- ☐ Make sure bus is clean, trash removed, and windows up
- ☐ Return Key to Office (if used)
- ☐ Alert Administration of any issues (students, bus, etc.)

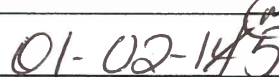


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# Field Trip Request Form

<b>Date of Request</b>	
January 2, 2015	
<b>Teacher(s)</b>	<b>Program(s)</b>
N. Milewski	Health Careers, Medical Assisting, PLTW, CERT, Dental, Veterinary
<b>Date of Field Trip</b>	
April 13-15, 2015	
<b>Destination</b>	
Sheridan Hotel Keystone at the Crossing	
<b>Activity</b>	
HOSA State Leadership Conference, State officer Training/ Education	
<b>Educational Rationale</b>	
General sessions, networking, competitive events, leadership development, educational and social activities	
<b>Number of Students</b>	<b>Number of Adults</b>
2-10	1
<b>Departure Time</b>	<b>Departure Location</b>
April 13, 2015 at 0800	Central Nine Career Center
<b>Return Time</b>	<b>Return Location</b>
April 15, 2015 at 1330	Central Nine Career Center
<b>Special Instructions/Requests</b>	
This is for the Mini Bus	
<b>Cost to Student</b>	
\$130.00 only if the student does not fund raise	
<b>What accommodations will be made for students not able to participate in this field trip and/or unable to afford the trip?</b>	
They will remain in the classes with work to complete	

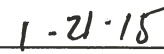
  
Teacher Signature

  
DATE


  
Assistant Director Signature

  
DATE

  
Principal Signature

  
DATE

  
Transportation Director Signature

  
DATE

Transportation Assignment (to be completed by Transportation Director)	Mode of Transportation	Mini Bus #10
	Driver	Mrs. Milewski
	Special Instructions	













\_\_\_\_\_  
Director Signature  
(Required for Out of State/Overnight Travel)

\_\_\_\_\_  
DATE



**Directions to 8787 Keystone Crossing,  
Indianapolis, IN 46240**  
31.7 mi – about 36 mins

 1999 U.S. Highway 31, Greenwood, IN 46143

- |   |  |                             |
|---|--|-----------------------------|
|    | 1. Head <b>north</b> on <b>US-31 N</b> toward <b>Industrial Dr</b><br>About 2 mins   | go 1.3 mi<br>total 1.3 mi   |
|    | 2. Turn <b>right</b> onto <b>Co Rd 900 S/W Smith Valley Rd</b><br>Continue to follow W Smith Valley Rd<br>About 3 mins                                     | go 1.5 mi<br>total 2.7 mi   |
|   | 3. Continue onto <b>S Emerson Ave</b>  | go 0.4 mi<br>total 3.1 mi   |
|    | 4. Turn <b>right</b> onto <b>E Main St</b><br>About 1 min  | go 0.5 mi<br>total 3.7 mi   |
|    | 5. Turn <b>left</b> to merge onto <b>I-65 N</b><br>About 6 mins  | go 6.5 mi<br>total 10.2 mi  |
|    | 6. Take exit <b>106</b> for <b>Interstate 465/Interstate 74</b>  | go 0.1 mi<br>total 10.3 mi  |
|    | 7. Keep <b>right</b> at the fork, follow signs for <b>I-74 E/I-465 E</b> and merge onto <b>I-465 E/I-74</b><br>Continue to follow I-465 E<br>About 19 mins | go 19.6 mi<br>total 29.9 mi |
|   | 8. Take exit <b>33</b> for <b>Keystone Ave</b>   | go 0.4 mi<br>total 30.3 mi  |
|  | 9. Keep <b>left</b> at the fork, follow signs for <b>Indianapolis</b>  | go 200 ft<br>total 30.3 mi  |
|  | 10. Turn <b>left</b> onto <b>N Keystone Ave</b>  | go 0.5 mi<br>total 30.9 mi  |
|  | 11. Take the <b>86th St</b> exit toward <b>Nora/Castleton</b>  | go 0.2 mi<br>total 31.1 mi  |
|  | 12. Turn <b>left</b> onto <b>E 86th St</b><br>About 45 secs  | go 0.3 mi<br>total 31.4 mi  |
|  | 13. Turn <b>left</b> onto <b>Keystone Crossing</b><br>Destination will be on the right<br>About 51 secs  | go 0.3 mi<br>total 31.7 mi  |

 8787 Keystone Crossing, Indianapolis, IN 46240

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2014 Google

Directions weren't right? Please find your route on [maps.google.com](https://maps.google.com) and click "Report a problem" at the bottom left.



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Teacher(s)	Field Trip
K. Irish, R. King, P. Lawton, N. Milewski, M. Mitchell, P. Ribelin, J. Smith, D. Tiemeyer, J. Tunis, I. Webster-Harris	HOSA State Leadership Conference
Date of Field Trip	
April 13, 14, 15, 2015	

## Approval Process:

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<b>Date of Field Trip</b>	
April 13-15, 2015	
<b>Destination</b>	
Sheridan Hotel Keystone at the Crossing	
<b>Activity</b>	
HOSA State Leadership Conference, State officer Training/ Education	
<b>Educational Rationale</b>	
General sessions, networking, competitive events, leadership development, educational and social activities	
<b>Number of Students</b>	<b>Number of Adults</b>
20-60	6?
<b>Departure Time</b>	<b>Departure Location</b>
April 13, 2015 at 1230 pm	Central Nine Career Center
<b>Return Time</b>	<b>Return Location</b>
April 15, 2015 at 1330	Central Nine Career Center
<b>Special Instructions/Requests</b>	
<b>Cost to Student</b>	
\$130.00 only if the student does not fund raise	
<b>What accommodations will be made for students not able to participate in this field trip and/or unable to afford the trip?</b>	
They will remain in the classes with work to complete	

  
Teacher Signature

01 02 15  
DATE

  
Assistant Director Signature

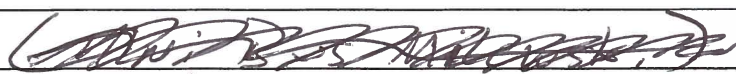
1-13-15  
DATE

  
Principal Signature

1-21-15  
DATE

  
Transportation Director Signature

1-22-15  
DATE

Transportation Assignment (to be completed by Transportation Director)	Mode of Transportation	
	Driver	Bus # 9 Brian Long
	Special Instructions	

\_\_\_\_\_  
Director Signature  
(Required for Out of State/Overnight Travel)

\_\_\_\_\_  
DATE



**Directions to 8787 Keystone Crossing,  
Indianapolis, IN 46240**  
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Map data ©2014 Google

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