



## 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
Edward V. Callico	Indiana State SkillsUSA
Date of Field Trip	
April 10 and 11, 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>	
March 4, 2015	
<b>Teacher(s)</b>	<b>Program(s)</b>
Edward V. Callico	Auto Collision Repair Technology
<b>Date of Field Trip</b>	
April 10 and 11, 2015	
<b>Destination</b>	
Crown Plaza Airport, Indiana State Fair Grounds and Lincoln Tech	
<b>Activity</b>	
Indiana State SkillsUSA Conference and Contest	
<b>Educational Rationale</b>	
Student Origination, SkillsUSA State Conference and Contest	
<b>Number of Students</b>	<b>Number of Adults</b>
Three	One
<b>Departure Time</b>	<b>Departure Location</b>
8:00 a.m. Friday, April 10, 2015	Central Nine Career Center
<b>Return Time</b>	<b>Return Location</b>
5:00 p.m. Saturday, April 11, 2015	Central Nine Career Center
<b>Special Instructions/Requests</b>	
These students are required to bring their own tools. We are to be at multiple locations. Four Door Truck Requested	
<b>Cost to Student</b>	
<b>Food Cost</b>	
<b>What accommodations will be made for students not able to participate in this field trip and/or unable to afford the trip?</b>	
<b>Sub for Students on Friday with a Lesson Plan</b>	

Teacher Signature

DATE

Assistant Director Signature

DATE

Principal Signature

DATE

Transportation Director Signature

DATE

<b>Transportation Assignment</b> (to be completed by Transportation Director)	<b>Mode of Transportation</b>	School White Truck
	<b>Driver</b>	
	<b>Special Instructions</b>	

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

DATE



Trip to:












**7225 Winton Dr**

Indianapolis, IN 46268-4198

48.40 miles / 1 hour 2 minutes

Notes










**Central Nine Career Center**1999 US Highway 31 S, Greenwood, IN 46143  
(317) 888-4401Download  
Free App1. Start out going **north** on **US Highway 31 S / US-31 N** toward **E Stop 18 Rd.** [Map](#)**1.2 Mi***1.2 Mi Total*2. Turn **right** onto **W Smith Valley Rd / County Hwy-900**. Continue to follow **W Smith Valley Rd.** [Map](#)**1.5 Mi***2.7 Mi Total*3. **W Smith Valley Rd** becomes **S Emerson Ave.** [Map](#)**0.4 Mi***3.1 Mi Total*4. Turn **right** onto **E Main St.** [Map](#)**0.6 Mi***3.7 Mi Total*5. Merge onto **I-65 N** via the ramp on the **left** toward **Indianapolis.** [Map](#)**12.5 Mi***16.2 Mi Total*6. Keep **right** to take **I-70 E** via **EXIT 112A** toward **Columbus OH.** [Map](#)**2.2 Mi***18.4 Mi Total*7. Take **EXIT 85B** toward **Keystone Ave N.** [Map](#)**0.2 Mi***18.6 Mi Total*8. Merge onto **Keystone Way.** [Map](#)**0.3 Mi***18.9 Mi Total*9. Stay **straight** to go onto **N Keystone Ave.** [Map](#)**1.8 Mi***20.7 Mi Total*10. Turn **left** onto **E 38th St.** [Map](#)**0.8 Mi***21.5 Mi Total*11. **1202 E. 38TH ST..** [Map](#)**A to B Travel Estimate: 21.48 mi - about 27 minutes****Indiana State Fairgrounds**1202 E. 38th St., Indianapolis, IN 46205  
(317) 927-75001. Start out going **south** on **Coliseum Ave** toward **E 38th St.** [Map](#)**0.01 Mi***21.5 Mi Total*

	2. Take the 1st left onto E 38th St. <a href="#">Map</a>	<b>0.8 Mi</b> 22.3 Mi Total
	3. Turn right onto N Keystone Ave. <a href="#">Map</a>	<b>1.8 Mi</b> 24.1 Mi Total
	4. N Keystone Ave becomes Keystone Way. <a href="#">Map</a>	<b>0.1 Mi</b> 24.2 Mi Total
 	5. Merge onto I-70 W. <a href="#">Map</a>	<b>3.9 Mi</b> 28.1 Mi Total
 	6. Merge onto I-70 W via EXIT 110B toward St Louis. <a href="#">Map</a>	<b>5.8 Mi</b> 33.9 Mi Total
	7. Merge onto Sam Jones Expy via EXIT 75. <a href="#">Map</a>	<b>1.9 Mi</b> 35.8 Mi Total
	8. Turn left onto S High School Rd. <a href="#">Map</a>	<b>0.2 Mi</b> 36.0 Mi Total
	9. Make a U-turn onto S High School Rd. <a href="#">Map</a>	<b>0.2 Mi</b> 36.2 Mi Total
	10. 2501 SOUTH HIGH SCHOOL ROAD. <a href="#">Map</a>	

**B to C Travel Estimate: 14.69 mi - about 20 minutes**



**Crowne Plaza INDIANAPOLIS-AIRPORT**  
2501 South High School Road, Indianapolis, IN 46241  
(800) 447-9557

	1. Start out going north on S High School Rd. <a href="#">Map</a>	<b>0.01 Mi</b> 36.2 Mi Total
	2. Turn slight right toward I-465 N / I-70 E / Downtown / I-465 S / I-70 W. <a href="#">Map</a>	<b>0.05 Mi</b> 36.2 Mi Total
	3. Turn slight right onto Sam Jones Expy. <a href="#">Map</a>	<b>0.4 Mi</b> 36.6 Mi Total
 	4. Merge onto I-465 N / USS Indianapolis Memorial Hwy N via the ramp on the left. <a href="#">Map</a>	<b>10.2 Mi</b> 46.8 Mi Total
	5. Take the 71st St exit, EXIT 21. <a href="#">Map</a>	<b>0.3 Mi</b> 47.0 Mi Total
	6. Keep left to take the 71st St ramp. <a href="#">Map</a>	<b>0.2 Mi</b> 47.3 Mi Total
	7. Turn right onto W 71st St. <a href="#">Map</a>	<b>1.0 Mi</b> 48.3 Mi Total
	8. Turn left onto Winton Dr. <a href="#">Map</a>	<b>0.1 Mi</b> 48.4 Mi Total



9. **7225 WINTON DR** is on the right. [Map](#)

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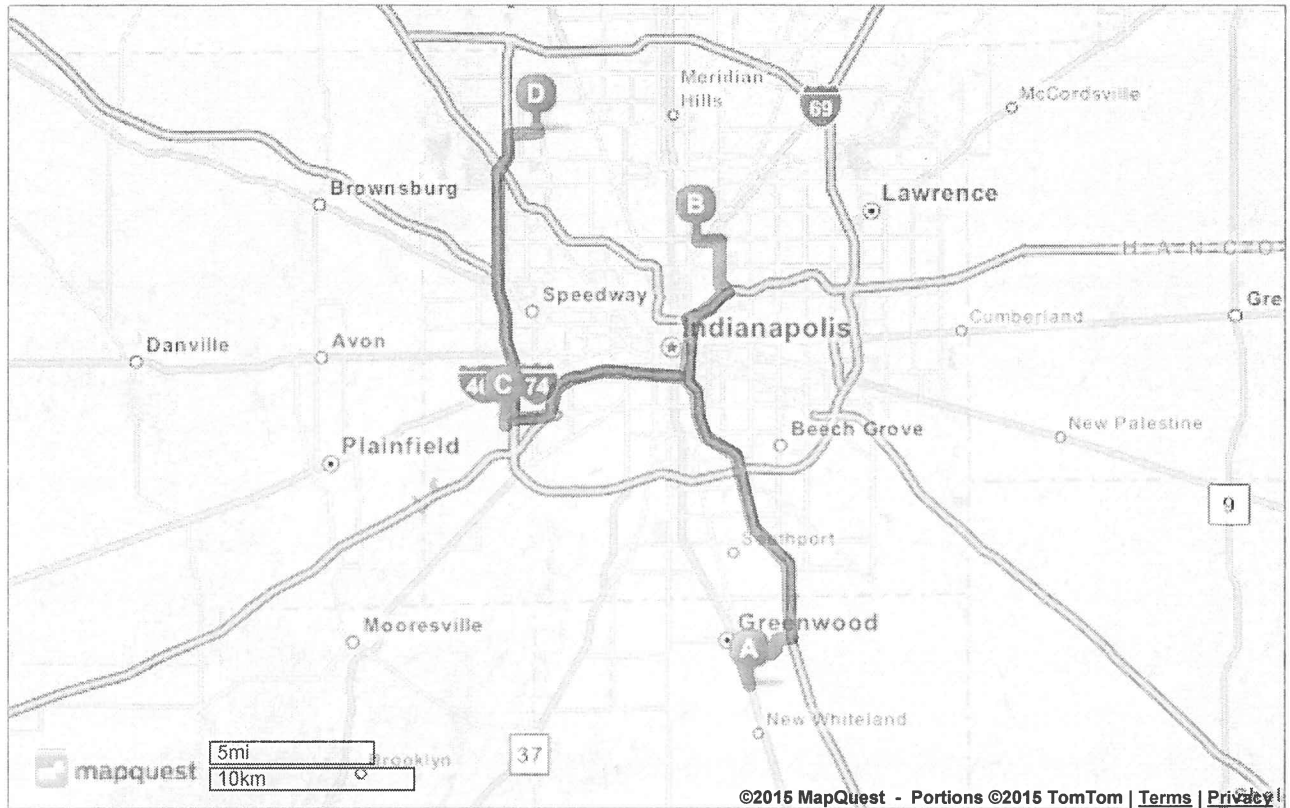
**C to D Travel Estimate: 12.24 mi - about 14 minutes**



**7225 Winton Dr, Indianapolis, IN 46268-4198**

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Total Travel Estimate: **48.40 miles - about 1 hour 2 minutes**



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