Clear Form

TYLER INDEPENDENT SCHOOL DISTRICT
Extra Run Transportation Request

Note: Use this form to request all tutorial and extra program runs. Fill out and fax to Jeri Noble at Transportation 903-262-1163. Request must be signed by Campus Principal or Campus Financial Administrator. Some grants also require signature by the Grant Administrator (for example, Title I, Fund 211)

MUST BE IN TRANSPORTATION OFFICE 5 SCHOOL DAYS PRIOR TO BEGINNING OF RUN

School_____ Class or Group_____

Type Service_____ Point of Pick Up_____
(Tutorial – Vo-Tech…)

Start Date_____ End Date_____

Day(s)
of Run Mon_____ Tue_____ Wed_____ Thur_____ Fri_____ Sat_____

Departure Time_____

Number of Passengers_____
Please attach a list of students

Budget Code_____

APPROVAL (Signature below gives Transportation authority to charge this code for the actual costs of the trip(s). Any estimate of costs made by the Transportation Department will be adjusted to actual costs which may be higher than the original estimate)**:**

_____ _____
Principal or Campus Financial Administrator Date

_____ _____
**Grant Administrator (if needed) Date

**Needed for Title I (Fund 211) and Safe & Drug Free (Fund 204). May be required by other grants – check with grant administrator.