

**Transportation**  
**Hodgeman County School District**  
**Requisition for Vehicle**

Individual Making Request \_\_\_\_\_ Group \_\_\_\_\_

Contact Number \_\_\_\_\_

NAME OF ACTIVITY \_\_\_\_\_

DESTINATION \_\_\_\_\_

DATE OF ACTIVITY \_\_\_\_\_

DEPARTING TIME \_\_\_\_\_

RETURN TIME \_\_\_\_\_

NO OF STUDENTS/ADULTS \_\_\_\_\_

\_\_\_\_\_ YES, DRIVER IS NEEDED

\_\_\_\_\_ NO DRIVER NEEDED

\_\_\_\_\_ BUS

\_\_\_\_\_ CAR

\_\_\_\_\_ SUBURBAN

Date given to principal \_\_\_\_\_

Principal signature \_\_\_\_\_

Date \_\_\_\_\_

# ADVANCED NOTICE OF ABSENCE

Today's Date: \_\_\_\_\_

Organization/Activity: \_\_\_\_\_

Location/Town: \_\_\_\_\_

Sponsor/Coach: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Time for Dismissal from class: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Approval of Administrator/ Activities Director: \_\_\_\_\_

**Names of Student participating in event:**

1) \_\_\_\_\_

16) \_\_\_\_\_

2) \_\_\_\_\_

17) \_\_\_\_\_

3) \_\_\_\_\_

18) \_\_\_\_\_

4) \_\_\_\_\_

19) \_\_\_\_\_

5) \_\_\_\_\_

20) \_\_\_\_\_

6) \_\_\_\_\_

21) \_\_\_\_\_

7) \_\_\_\_\_

22) \_\_\_\_\_

8) \_\_\_\_\_

23) \_\_\_\_\_

9) \_\_\_\_\_

24) \_\_\_\_\_

10) \_\_\_\_\_

25) \_\_\_\_\_

11) \_\_\_\_\_

26) \_\_\_\_\_

12) \_\_\_\_\_

27) \_\_\_\_\_

13) \_\_\_\_\_

28) \_\_\_\_\_

14) \_\_\_\_\_

29) \_\_\_\_\_

15) \_\_\_\_\_

30) \_\_\_\_\_

If you feel a student on this list should not miss class, please contact the sponsor as soon as possible. All work should be completed before the student leaves.