



Franklin-McKinley School District Transportation Department
400 Tully Road, San Jose, CA 95111

Outside Agency Field Trip Request Form

Date Submitted: _____ Date of Trip _____

Name of Contact: _____ Phone # _____

School requesting: _____

District: _____

P.O. used? **Circle One** Yes No

Address to send invoice:

Name: _____

Address: _____

City: _____

Zip: _____

Phone: _____

Pick-up At: _____

Pick-up Time: _____

Destination: _____

Time to Depart: _____ Time Back: _____

Number of Pupils: _____ Grade: _____

Number of Adults: _____

e-mail: _____ Contact Number for Person on Trip _____

Please Email: joni.policy@fmsd.org