MOORE COUNTY SCHOOLS

ENGAGE • INSPIRE • SUCCEED

OUT-OF-COUNTY CAR REQUEST

Completed form MUST be submitted to Student Support Services (SSS).

TO: _____ (Direct Supervisor or Principal)

FROM: _____ (Name and School/Department)

DATE: _____ **DATE(S) FOR TRIP:** _____

STUDENT NAME(S): _____

DESTINATION: _____

PURPOSE: _____

_____

Will a system vehicle be needed? _____ **Yes** _____ **No** ***If yes, send copy to the Maintenance Dept.**

Additional Comments: _____

_____

_____ **Approved** _____ **Not Approved**

_____

(Supervisor/Principal Signature)

_____

(SSS Signature)

July 24