



Field Trip Cancellation Form

Moreland School District Transportation Services Department requires notification of cancellation be submitted in writing, in accordance with the Agreement for Transportation Services, *page 3, Cancellation*.

Cancellation of Transportation for bus services must be made at least 7 days before the scheduled trip using this form. Failure to notify Transportation Services within this period will result in billing for full payment of the trip.

If last minute cancellations are necessary due to severe weather or emergencies, Transportation Services must be notified immediately.

Please complete the information below:

To: **Moreland School District Transportation Services Department - Field Trips**

From (Name of person making request):

Requestor's Phone Number

Department/Site/District

The following Field Trip has been cancelled. Please cancel services requested below:

Thank you.

Date of Trip:

Destination:

Date of Cancellation:

Signature of person cancelling service

Phone number:

This form must be faxed and emailed. Please use the information provided below:

Cancellation of: School bus for field trip related services

Fax: (408) 874-8840

Email to: lortiz@moreland.org