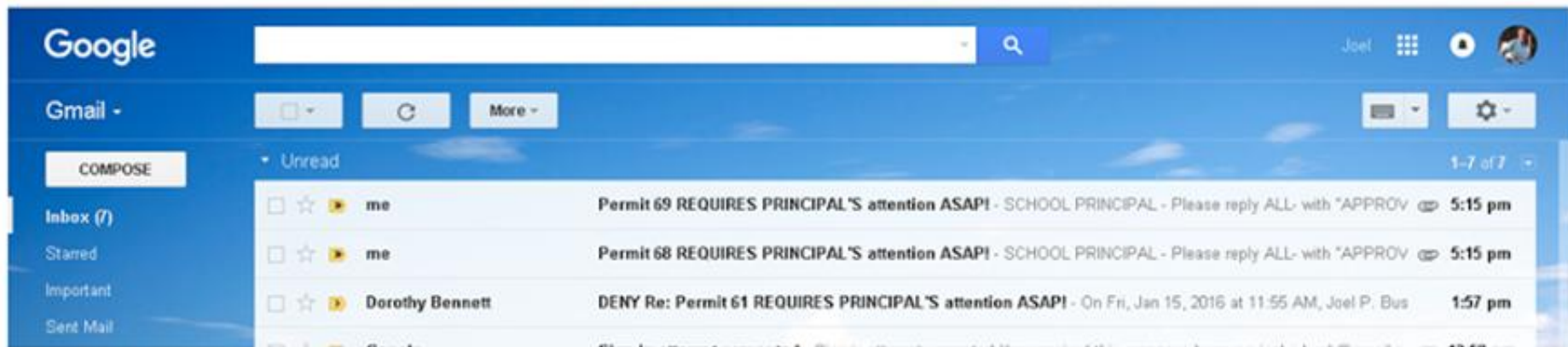


Superintendent and Principals
BusShop.Us Trip PERMIT Forms Management
Manual Page 1



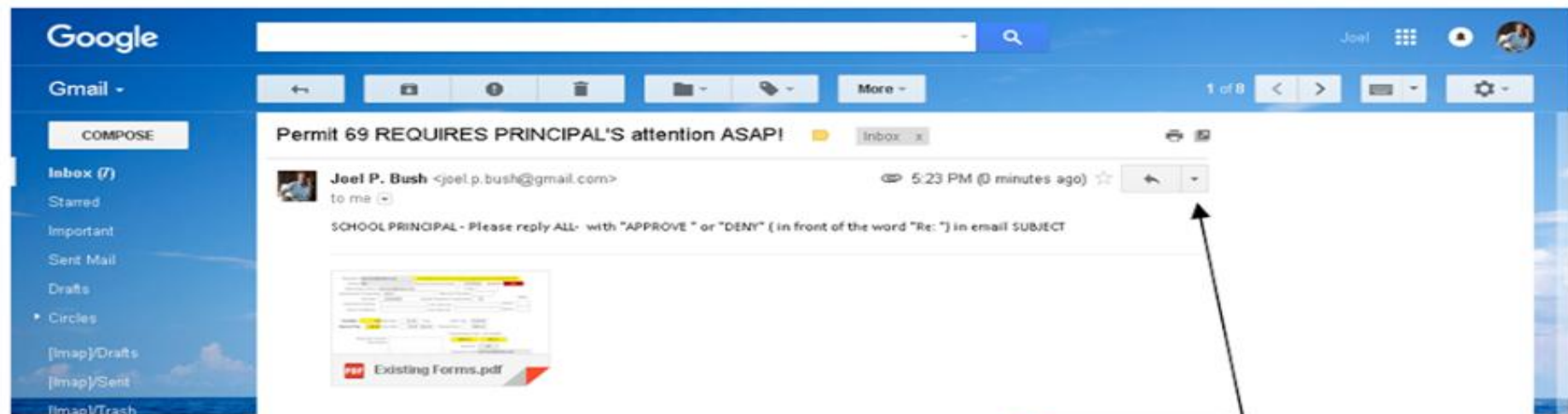
You will soon be getting emails like the ones above. Notice the Subject:

Permit 69 REQUIRES PRINCIPAL'S attention ASAP!

This lets you know that one of your staff is requesting to take a trip. You must open the email and read the attachment.

This lets you know that one of your staff is requesting to take a trip. You must open the email and read the attachment.

Determine to APPROVE or DENY and reply all with the appropriate word in the proper spot.



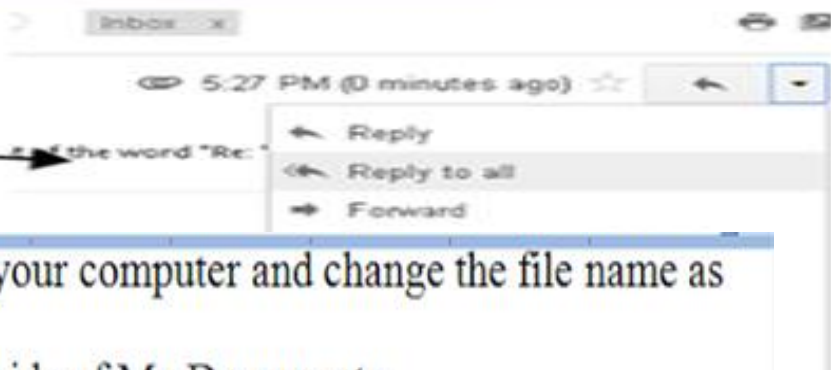
Double Click here to read then here to download

Click here to Reply ALL

Click Reply to All

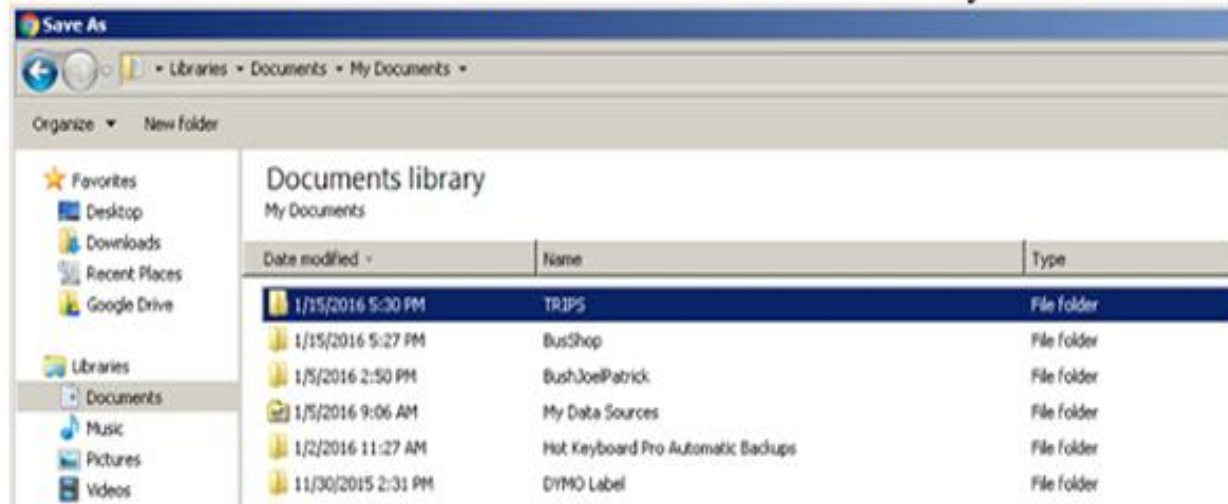


Click the word "Re:"



Once you choose to Download, pick folder on your computer and change the file name as you wish.

We have chosen to save in the TRIPS folder inside of My Documents



At the bottom of the Save As window, Change the File name

Requestor: joel.bush@yahoo.com ALL BOXES on this form must be populated by the REI

School: EES Request Submission Date: 1/19/2016 Permit #:

Supervising Teacher: joel.bush@yahoo.com Grade:

Class/Group Transporting: 3rd grade Alternate Trip Date:

Trip Date: 2/3/2016 Number Students Transporting: 11

Destination Address: 600 Dexter Ave Montgomery, AL Depart: 9

Return to Address: 208 Martin St Evergreen, AL Return: 1

Trip Miles: 158 Mile Rate: \$1.20

Hours of Trip: 3.50 Hour Rate: \$5.50

Payroll Taxes 50.46 Mile Total: \$189.60 Transportation Cost per Student

Paying Driver: \$19.71 \$209.31 \$79.42

Requestor Contact Information:

If this trip is sponsored by Nationally Recognized Educational Organization: What is the Group Name?

State Youth Legislature

List Educational Standards Objectives

inform students about state government
increase awareness of political system

Explain how this activity supports/relates to the course of study standards:

Alabama and Federal course study

Chaperones # NonStaff #StaffChaperones # DistrictVehicles # PrivateVehicles CharterVehicleCompanyName

1 0 0 1 0

LodgeName LodgeAddr1 LodgeAddr2 LodgePhone

----- Cost per Student -----

Transportation Admission Meals Lodging Other Total per Student Chaperones Total Trip Cost

\$22.05 \$0.00 \$0.00 \$0.00 \$0.00 \$22.05 \$242.56

Funding sources

Fund2

Fund3

Bake Sale

Car Wash

Students Requesting Financial Aid

Provided Financial Aid

FundRaising Informaton Emailed?

0

0

1

CPRPerson

HealthPlanEmailed?

1

Permit No

Requestor

Request Email

Grade

72

joel.bush@yahoo.com

joel.bush@yahoo.com

After reading, don't forget the most important part!

Reply ALL

Permit 68 REQUIRES PRINCIPAL'S attention ASAP!

Inbox x



Joel P. Bush <joel.p.bush@gmail.com>

5:27 PM (16 minutes ago)

to transformation

SCHOOL PRINCIPAL - Please reply ALL- with "APPROVE " or "DENY" (in front of the word "Re:

- Reply
- Reply to all
- Forward



5:27 PM (20 minutes ago)

Re: Permit 68 REQUIRES PRINCIPAL'S attention ASAP!

Joel Bush, transformation@yahoo.com

Re: Permit 68 REQUIRES PRINCIPAL'S attention ASAP!

On Fri, Jan 15, 2016 at 5:27 PM, Joel P. Bush <joel.p.bush@gmail.com> wrote:

SCHOOL PRINCIPAL - Please reply ALL- with "APPROVE " or "DENY" (in front of the word "Re: ") in email SUBJECT

Click in front of the word "Re:"

And type the word
Or the word

APPROVE followed by a space
DENY followed by a space

APPROVE Re: Permit 68 REQUIRES PRINCIPAL'S attention ASAP!

APPROVE Re: Permit 68 REQUIRES PRINCIPALS attention ASAP!

Joel Bush, transpormation@yahoo.com

APPROVE Re: Permit 68 REQUIRES PRINCIPALS attention ASAP!

On Fri, Jan 15, 2016 at 5:27 PM, Joel P. Bush <joel.p.bush@gmail.com> wrote:

SCHOOL PRINCIPAL - Please reply ALL- with "APPROVE " or "DENY" (in front of the word "Re: ") in email SUBJECT

Send

Finally Click Send