

**COMMUNITY-BASED EDUCATION: REQUEST FOR BUS USE**  
**FIRST SEMESTER**  
Department of Special Education  
Lincoln Public Schools

School Year: \_\_\_\_\_

School: \_\_\_\_\_

Teacher: \_\_\_\_\_ Email: \_\_\_\_\_

Coordinator: \_\_\_\_\_ Email: \_\_\_\_\_

Community-Based Vocational Site Agreements: ORIGINAL agreements must be completed and sent to Teri Ourada, LPSDO Box 43, at least two weeks prior to the start of CBE buses beginning for the semester.

- Community-Based buses will be scheduled on a **SEMESTER** basis.
- You must complete each line for each day of the week (M-F) for the semester. If you do not request a bus, you must type "NO BUS" on the "Purpose of Visit" line next to that date.
- The CBE Paperwork Form must be received at LPSDO by **Thursday, August 25, 2011** or buses will not be sent.
- Review your building's district testing schedule prior to submitting this form. No buses should be requested on a date that your building has district testing.
- No buses will be scheduled for middle schools or high schools during Finals Week.
- Review your building's District/State Tournament/Athletic schedule prior to submitting this form. No buses should be requested on a date that your building is scheduled to host District/State Tournaments.
- Buses must be scheduled with consistent pick-up and drop-off times. Changes will not be made to the schedule.
- **For any bus cancellations, building staff must call Transportation (1073) and email Dave Janike (djanike), Emily Skorupa (eskorupa) and Teri Ourada (tourada).**

Send this typed/completed Request for Bus Use form as an email attachment to:  
Teri Ourada (**tourada**) **by Friday, August 19, 2011.**

# MONDAY:

School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Building Pick-Up Time: \_\_\_\_\_ Building Return Time: \_\_\_\_\_

Total Number of Passengers: \_\_\_\_\_ Students (non-WC): \_\_\_\_\_ WC: \_\_\_\_\_ Adults: \_\_\_\_\_

Date: 8-29-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 9-5-11 Purpose of Visit: NO BUS-LABOR DAY

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 9-12-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 9-19-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 9-26-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 10-3-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 10-10-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 10-17-11 Purpose of Visit: NO BUS-NO SCHOOL

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 10-24-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 10-31-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

# MONDAY (continued):

Date: 11-7-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 11-14-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 11-21-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 11-28-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 12-5-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 12-12-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 12-19-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 12-26-11 Purpose of Visit: NO BUS-WINTER BREAK

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 1-2-12 Purpose of Visit: NO BUS-WINTER BREAK

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 1-9-12 Purpose of Visit: NO BUS-FINALS WEEK

Location: \_\_\_\_\_ Address: \_\_\_\_\_

# TUESDAY:

School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Building Pick-Up Time: \_\_\_\_\_ Building Return Time: \_\_\_\_\_

Total Number of Passengers: \_\_\_\_\_ Students (non-WC): \_\_\_\_\_ WC: \_\_\_\_\_ Adults: \_\_\_\_\_

Date: 8-30-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 9-6-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 9-13-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 9-20-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 9-27-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 10-4-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 10-11-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 10-18-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 10-25-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 11-1-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

# TUESDAY (continued):

Date: 11-8-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 11-15-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 11-22-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 11-29-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 12-6-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 12-13-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 12-20-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 12-27-11 Purpose of Visit: NO BUS-WINTER BREAK

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 1-3-12 Purpose of Visit: NO BUS-WINTER BREAK

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 1-10-12 Purpose of Visit: NO BUS-FINALS WEEK

Location: \_\_\_\_\_ Address: \_\_\_\_\_

**WEDNESDAY:** School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Building Pick-Up Time: \_\_\_\_\_ Building Return Time: \_\_\_\_\_

Total Number of Passengers: \_\_\_\_\_ Students (non-WC): \_\_\_\_\_ WC: \_\_\_\_\_ Adults: \_\_\_\_\_

Date: 8-31-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 9-7-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 9-14-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 9-21-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 9-28-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 10-5-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 10-12-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 10-19-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 10-26-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 11-2-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

# WEDNESDAY (continued):

Date: 11-9-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 11-16-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 11-23-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 11-30-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 12-7-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 12-14-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 12-21-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 12-28-11 Purpose of Visit: NO BUS-WINTER BREAK

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 1-4-12 Purpose of Visit: NO BUS-WINTER BREAK

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 1-11-12 Purpose of Visit: NO BUS-FINALS WEEK

Location: \_\_\_\_\_ Address: \_\_\_\_\_

**THURSDAY:** School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Building Pick-Up Time: \_\_\_\_\_ Building Return Time: \_\_\_\_\_

Total Number of Passengers: \_\_\_\_\_ Students (non-WC): \_\_\_\_\_ WC: \_\_\_\_\_ Adults: \_\_\_\_\_

Date: 9-1-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 9-8-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 9-15-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 9-22-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 9-29-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 10-6-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 10-13-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 10-20-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 10-27-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 11-3-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

# THURSDAY (continued):

Date: 11-10-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 11-17-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 11-24-11 Purpose of Visit: NO BUS-NO SCHOOL

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 12-1-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 12-8-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 12-15-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 12-22-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 12-29-11 Purpose of Visit: NO BUS-WINTER BREAK

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 1-5-12 Purpose of Visit: NO BUS-WINTER BREAK

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 1-12-12 Purpose of Visit: NO BUS-FINALS WEEK

Location: \_\_\_\_\_ Address: \_\_\_\_\_

# FRIDAY:

School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Building Pick-Up Time: \_\_\_\_\_ Building Return Time: \_\_\_\_\_

Total Number of Passengers: \_\_\_\_\_ Students (non-WC): \_\_\_\_\_ WC: \_\_\_\_\_ Adults: \_\_\_\_\_

Date: 9-2-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 9-9-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 9-16-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 9-23-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 9-30-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 10-7-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 10-14-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 10-21-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 10-28-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 11-4-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

# FRIDAY (continued):

Date: 11-11-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 11-18-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 11-25-11 Purpose of Visit: NO BUS-NO SCHOOL

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 12-2-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 12-9-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 12-16-11 Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 12-23-11 Purpose of Visit: NO SCHOOL-WINTER BREAK

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 12-30-11 Purpose of Visit: NO SCHOOL-WINTER BREAK

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 1-6-12 Purpose of Visit: NO SCHOOL-WINTER BREAK

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: 1-13-12 Purpose of Visit: NO BUS-FINALS WEEK

Location: \_\_\_\_\_ Address: \_\_\_\_\_