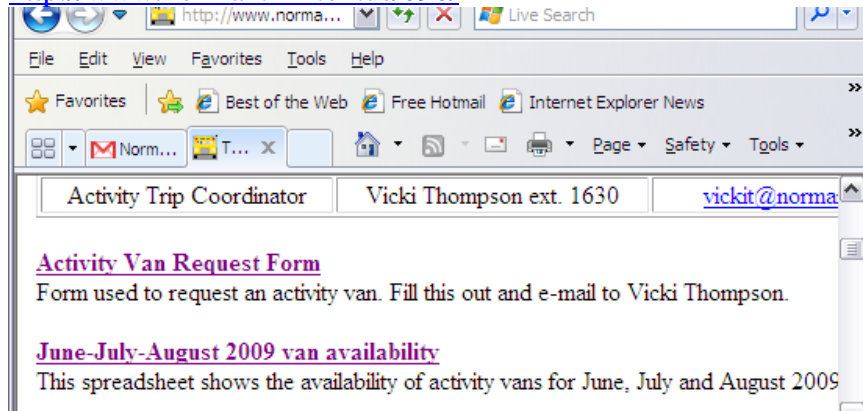


## Instructions for Requesting a Van

Administrative approval is required. Please choose one of two options for sending the Activity Van Request Form located on the Transportation web page at:

<http://www.norman.k12.ok.us/096/>



A) Fill out the form on line and email it to your administrator and have them forward it to [sandraj@norman.k12.ok.us](mailto:sandraj@norman.k12.ok.us)

B) Print a hard copy, have your administrator sign and send through inter-school mail to Sandra Johnson at Transportation.

### Filling out the form online:

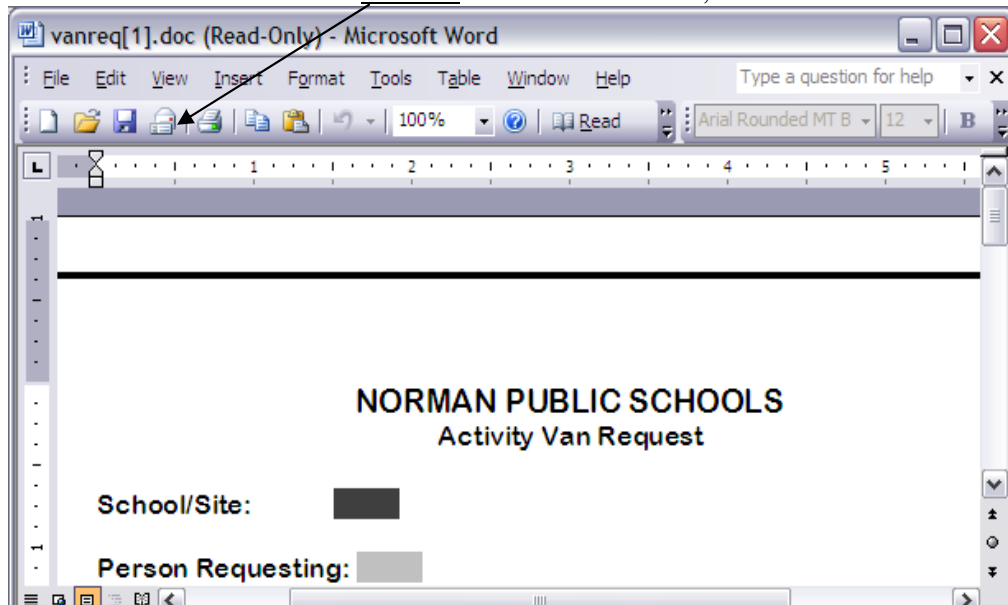
Click on the Activity Van Request Form.

Click Open at the question "Open or Save?"

Click Yes, when it states open as "Read only...."

Fill the form out.

When finished click on the E-Mail icon in the tool bar, next to save.



Send it to your Administrator for approval and request they forward it to Sandra Johnson [sandraj@norman.k12.ok.us](mailto:sandraj@norman.k12.ok.us) either of these methods will work to let us know your request is approved.

