

8th Grade Parents,

The annual trip to Chicago has been scheduled for April 18th-20th 2019. This is a wonderful opportunity for your child to see world class museums and celebrate the culmination of middle school. We will visit The Field Museum, The Shedd Aquarium, Willis Tower, Medieval Times Dinner Theatre, Blue Man Group and so much more!

All 8th graders are encouraged to attend; however, we reserve the right to exclude any student who is failing a course for the year or who is a habitual discipline problem. To ensure these qualifications are met, please complete the Google Form located here ([Click HERE: GMS 8th Grade Chicago Trip 2018-2019](#)) representing your understanding of the student expectations by the time your first payment is due. **If a student is not passing on the final payment date, a refund will be issued. If the student is not passing on the date of the trip, they will not be permitted to attend and you will not receive a refund.**

The cost of the trip is as follows:

Students: (quad occupancy)

\$567.00 Price includes all meals, attractions, lodging, transportation and hotel security guards.

Adults: (double occupancy)

\$635.00 Price includes all meals, attractions, lodging, transportation and hotel security guards.

To accommodate as many students as possible, we will have a payment plan so the trip is affordable for all. The payment dates are listed below, as well as, on the travel company's website. If you plan on paying the entire amount, please do so by the January payment date to guarantee a reservation.

All reservations and payments must be made through the travel company's website. The following page provides a detailed explanation for registering both students and chaperones for the trip, as well as how to make future payments.

The first two payments must be received by January 12th to guarantee a spot on the trip. No new reservations will be taken after this date.

If you are interested in chaperoning, please indicate this on the Google Form and make sure to register online yourself when registering your student. You must have a background check on file to chaperone.

If you have any questions or concerns, please do not hesitate to contact me.

Brittany Leslie

brittany.leslie@boone.kyschools.us

859.384.5333 ext. 75110

MILLER TRANSPORTATION – Account Setup and Payment Instructions

1. Go to the Miller Transportation website : <https://tours.millertransportation.com/>
 2. Click on **Register** - (To Register a New User) (at the top right of the page)
Register a New Web Visitor page:
 3. You must provide all the account information in the boxes (see below) then click on **Register**
Suggested username: First name and Middle name initial & last name.
Account Information
User Name First Name Middle Name Last Name **Password** Confirm Password Email
Address
**** Note: Your Password must be at least 6 characters.**
Be sure write down your Username and Password **.
You will need this to make future payments for the trip.
 4. Click on **School Tour**. (may have to scroll down the page)
 5. May need to scroll up to enter your tour ID: The Tour ID # is **100339** **Gray Middle School – Chicago Trip - 2019**
 6. Click on – **Done**
 7. Click on **book this tour**. (bottom left)
 10. Add Travelers page: Click on the drop down for the number of Travelers going on the trip.
**** Note: Information for the registered person will be listed as Traveler 1.**
 11. If the registered person is not a traveler - click the box after. I am booking travel for someone else.
This will allow you to edit the information for Traveler 1.
 12. Enter your Names, Addresses, Cell Phone numbers, for the travelers.
You may click on use same address for all travelers.
 13. After filling in the travelers information - Click on – **Choose Options**
 14. Choose Option page: Click on the box by the name of travelers you are paying for.
 15. Enter any travelers notes then click on the **Review Booking (bottom of page)**
 16. Review page: If all the information is correct then Click on Terms & Conditions and read the information.
 17. If you agree to the Terms & Conditions, click on the box I agree to Terms & Conditions
Then click on – **Make Payment to Book**
- Payment Page: The amount should already be entered in box. If so. verify it is the correct amount.
18. If the amount is different then Enter the Amount to Pay :
Verify your Name/Address/ & other information is correct.
 19. Enter your credit card information. Click on – **Charge my Card**
****Note: We do not accept American Express at this time.**
**** Note: Once you click on Charge my Card at the bottom of the page your credit card will be charged .***
You should receive an online booking confirmation in your email inbox.
 20. Confirm page: You may view or Print you receipt.

If you have questions, please call Miller Transportation @ 502-368-5644 x-140 or 146

Instructions for travelers to make additional payments after their account has been set up.

Go to - <https://tours.millertransportation.com/>

Click on **log on** - (top right corner)

Username is xxxxxx

Password is xxxxxx (if you forgot your password there is a link on the logon screen – click here to [reset your password](#))

Click on: **Log on to secure server**

Click on: **My Account** (top right corner)

Click on **pay bill** (left side) (check to make sure it is the correct trip with correct dates)

Enter – amount to be charged and credit card information.

Click on **box** to email receipt (if you want an email receipt)

Click on: **Charge my card.**

You should receive an email receipt if you provided an email address at the initial setup.