

**Field Trip Request Form**

Type of Field Trip:

Routine (one day or less)

Extended, In-State

See reverse side for time frames & definitions.

Date of Request: \_\_\_\_\_ Grade/Class: \_\_\_\_\_

Destination: \_\_\_\_\_ No. Students: \_\_\_\_\_

Trip Dates: \_\_\_\_\_ to \_\_\_\_\_ Time of departure: \_\_\_\_\_ Return: \_\_\_\_\_

Teacher(s): \_\_\_\_\_

Additional Sponsors/Chaperones: \_\_\_\_\_

Travel Via:

District Bus (attach transportation request form)

Commercial Carrier (describe):  
\_\_\_\_\_

Private Auto

Other (describe): \_\_\_\_\_  
\_\_\_\_\_

Expenses: \_\_\_\_\_  
\_\_\_\_\_

Source(s) of funds: \_\_\_\_\_  
\_\_\_\_\_

Describe the purpose of the field trip, as well as planning and preparations that have been made. If staying over night, name, address, and telephone number of the hotel should be included as well as the events and establishments one will be seeing. (Use additional pages as needed.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTES:

1. Signed parental permission slips must be on file for each student prior to the trip.
2. Routine Trips: Routine trips require one week prior approval by the principal. Routine trips are those that are not of an extended nature (more than 24 hours). Field trip requests must contain detailed plans including: objectives, activities and evaluation procedures. Attach additional pages as needed. A follow-up report will be submitted to the principal within 1 week following the trip.
3. "Extended Field Trips" include trips to programs specifically supported by the school district through established curricular offerings. These should be forwarded to the principal at least 1 month prior to the planned excursion. Extended Field Trip requests must contain detailed plans including: objectives, activities and evaluation procedures. Attach additional pages as needed. A follow-up report will be submitted to the principal within two weeks following the trip.\*

\*Said report should be in a form acceptable to be given to the Board of Directors and a synopsis of the report needs to be provided in a form acceptable to be published in the newsletter.

<b>APPROVAL SIGNATURE:</b>	
Approved -- Not Approved	_____
	Principal
	Date
Signed copy to be forwarded to the District Office	