

# Tahoe Truckee Unified School District

## REQUEST FOR FIELD TRIP

Date of Request: \_\_\_\_\_

Activity Release for field trips **must** be returned to the Attendance Office 24 hours before departure time.

Name of Teacher/Staff Member Requesting Field Trip: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Destination: \_\_\_\_\_

Funding Source: \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Time of Departure: \_\_\_\_\_ am pm Time of Return: \_\_\_\_\_ am pm

Number of Students: \_\_\_\_\_ Mode of Transportation: \_\_\_\_\_

Names of Chaperones in Attendance: \_\_\_\_\_

Students will miss which classes: \_\_\_\_\_

List of students attending submitted: \_\_\_\_\_ (Date) Substitute Needed: Yes No Number of periods: \_\_\_\_\_

Trip Itinerary:

Educational Value:

Classroom Follow-up:

\_\_\_\_\_  
Advisors Printed Name

\_\_\_\_\_  
Advisors Signature

.....

Site Administrator Approval: Approved/Not Approved Comment: \_\_\_\_\_

\_\_\_\_\_

Site Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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District Approval: Approved/Not Approved Comment: \_\_\_\_\_

\_\_\_\_\_

Assistant Superintendent of HR: \_\_\_\_\_

Date: \_\_\_\_\_