

# FIELD TRIP REQUEST FORM

Class \_\_\_\_\_ School \_\_\_\_\_

Responsible Teacher(s) \_\_\_\_\_

Phone Extension \_\_\_\_\_

Destination \_\_\_\_\_

Date of Trip \_\_\_\_\_

Time of Departure \_\_\_\_\_ Time of Return \_\_\_\_\_

**Justification/Connection to Curriculum:**

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

**Follow Up Activities:** \_\_\_\_\_

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

**Lunch Arrangements** \_\_\_\_\_

**Total Number of Passengers (Including Chaperones, Teachers, etc.)** \_\_\_\_\_

**Bus Drivers Name (s)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Principal's Signature**

**Date**

*Forward request to Mike Harned after Principal's approval.*

Revised:  
10/22/19