

Application for Approval of an Educational Trip (day or less)

Field Trip Request Form

Date(s) of Trip	
Departure/Return Times	
School	
Team/Class/Organization	
Reason/Rationale for Trip	
Professional in Charge	
Professional's Cell #	
Destination & City	
# Passengers	
Bus Driver	
Bus Driver's Cell #	
Bus #	
School Nutrition Notified	

If CTE system-wide funding is requested, include cost estimation _____

Principal Signature _____ Date _____

Forward form to Transportation Department after the school principal has approved.

Mark Montoye (mark.montoye@fcstn.net) 931-307-0217

Brian Carter (brian.carter@fcstn.net) 931-636-6429

Chaperones (Administrative Procedure – 4.302.6)

Day Trips: Minimally, one (1) chaperone for every ten (10) students

Overnight Trips: Minimally, one (1) chaperone for every five (5) students

All associated Administrative Procedures must be used, including the form titled 'Parental Permission Form including Emergency/Medical Information'.